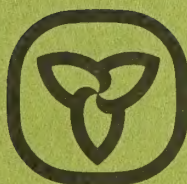


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Government
Publications

CATALOGUE OF STATISTICAL FILES IN THE ONTARIO GOVERNMENT FEBRUARY 1974



Ontario

Ministry of Treasury
Economics and
Intergovernmental
Affairs

Michel Lagacé


CATALOGUE OF STATISTICAL FILES IN THE ONTARIO GOVERNMENT FEBRUARY 1974



Ontario

THE HONOURABLE JOHN WHITE, Minister of Treasury,
Economics and Intergovernmental Affairs

H. IAN MACDONALD, Deputy Minister



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FOREWORD

This catalogue of statistical files in the Ontario Government is the revised second edition. It is the result of an increasing demand for such a reference work. In the process of revision, we removed 65 listings that had become obsolete, modified 169 old listings and entered 147 new ones. As a result, 66 per cent of this edition's listings are wholly or partly new.

On the basis of last year's experience, we believe that this catalogue will continue to be useful to information officers, researchers and others who need statistical information from the Ontario Government. In the pages that follow, readers are introduced to a simple and easy method of finding out what files exist on a given subject, what those files contain and which ministry has them.

Like the first, this second edition embodies much advice and assistance from the ministries, boards and commissions whose files are listed here; for their continued co-operation and help, we remain grateful.

This work was conducted by S.N. Sharma, Group Leader, Statistical Consulting Services, assisted by Mrs. M. Wang, Economist, and a secretarial staff, all working under the direction of E.P. McCoy, Chief, Consultative and Co-ordinating Secretariat.

As in the past, any comments and suggestions for improving future editions will be most welcomed.

K. Cheng
Director
Ontario Statistical Centre

HOW TO USE THIS CATALOGUE

Each page in the main body of this catalogue is a separate listing (or "abstract") of a file (physically, it may be a whole body or series of files) available in some ministry, board or commission of the Ontario Government.

Each listing contains these points of information:

- the name of the ministry or agency;
- the branch where the file is kept;
- a summary of the file content and its objective;
- the approximate number of records contained in the file;
- the degree of the file's confidentiality (if any);
- the mode of storage (such as paper, punch card, computer tape);
- the retention period for the file;
- the "key identifier" or chief means by which entries in the file are identified for purposes of retrieval. For instance, the file on exhaust emission from cars is "keyed" in three ways - by model year, manufacturer and engine displacement.

To find out what files exist on a given subject, first consult the index, which begins on page 1. After each listing you will see one or more code designations consisting of a capital letter and a number. For instance, files on alcoholism are listed this way:

Alcoholism,

patients, J32
research, J54

The capital letter of the code (in this case, J) indicates the ministry that keeps the file (in this case, Health). It also indicates the general section of the catalogue where the relevant abstracts can be found, since the abstracts are grouped by ministry or board or commission, from A, B, and C through to T.

In this instance, then, you would turn to section J, page 32 (simply headed "J32") to see what records are kept by the Health Ministry on alcohol addiction patients. Next you would turn to page J54 to see what files exist on alcoholism research.

As you will see when you use the index, it is not necessary to know at this stage that J, for instance, denotes the Ministry of Health. The code system will take you to the correct abstract page without your knowing this. However, if you wish to follow up this lead and examine the file,

You can quickly note the name of the ministry appearing at the top of the abstract.

For handy reference, the alphabetical codes are listed on page IV.

Cross references are also used in the index to help you find the correct listing. For example the cross reference

Addiction, drug - see Drug - addiction

will refer you to the full indexing of the subject Drug Addiction.

TERMS USED IN THIS CATALOGUE

A statistical file contains the records of all data collected by ad hoc surveys and continuous surveys (monthly, quarterly, annually) used to assist in research and development, policy planning, drafting legislation and other purposes. Such a file comprises the original source documents - that is, it is not in derived form. Some files listed in this catalogue are not statistical files in this sense but are files of statistical aggregates derived from administrative records.

Statistics, as used above, means facts or numerical data assembled, classified and tabulated to present significant information about a given subject.

Data means facts or figures from which statistics can be inferred.

File Objective is the description of the use to which the data in the file is put, in broad terms.

File Description is the general description of an organized collection of records directed toward a specific purpose and intended to help in policy planning, research and development or some other activity.

File Size is the number of records contained in a file.

A record is a collection of related information about a specific subject. For instance, the file on greenhouse-grown cut flowers contains a record on each greenhouse. Collectively, these records form one statistical file.

Key Identification refers to the major means of listing or identifying the items in a file - such as the name of the person or company or a person's Social Insurance Number.

KEY TO THE ALPHABETICAL CODE

- A - Agriculture and Food
- B - Attorney General
- C - Colleges and Universities
- D - Community and Social Services
- E - Consumer and Commercial Relations
- F - Correctional Services
- G - Education
- H - Environment
- I - Government Services
- J - Health
- K - Industry and Tourism
- L - Labour
- M - Natural Resources
- N - Revenue
- O - Solicitor General
- P - Transportation and Communications
- Q - Treasury, Economics and
Intergovernmental Affairs
- R - Management Board
- S - Civil Service Commission
- T - Ontario Cancer Treatment and
Research Foundation

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- economic, C1, M47, M48, Q2, Q4-Q9, Q11, Q23-Q25
- ethnocultural, D2
- foreign market, K5
- government, Q1
- health, J25
- immigration, D8
- industrial, C21, K9
- management, L1
- medical, J1, J4, J5, J48
- personnel, S3
- recreation, K1
- social, D3-D5
- tourism, K1

Reserves and Parks, K14

Retail Trade, E29

Rivers, H9, M41

- pollution of, H23
- water quality, H20

Roads and Roadways,

- expenditures on, P3, P13
- motor vehicle accident location, P6

Sales,

- livestock, A12

School,

- accommodation in, G11
- boards, G1
 - expenditures, G2
- construction, G7
- courses, G3, G5, G8, G13
- enrolment, G12
- facilities, G11

School, (cont'd)

- health services, J10, J31, J40
- identification of, G2
- inspections, J46
- student,
 - health status, J22, J78
 - registration, G9
- teachers, G12, G15
- textbooks, G16

Securities Investigations, E9

Sewage,

- treatment, H15-H17, H37-H40

Skilled Labour,

- barbers, L14
- examinations, C18
- farm workers, L3
- operating engineers, E22
- plumbers, L16
- projectionists, E39
- stationary engineers, L13

Social Research, D3-D5

Soil,

- subsoil, P12

Statements, Financial - see Financial - statements

Streams, H9, M51

Strikes, L15

Student,

- aid, C3
- awards, C6, C7, C22-C25
- guidance, G14
- health status, J22, J78
- part-time, C28
- registration (secondary school), G9
- summer employment, L10

Subsidies, Q17

Supreme Court of Ontario, B3, B5, B6

Surveys,

- land, E47, E48

Taxation,

- farm tax reduction, Q13
- land, N1
- municipal, Q17

Telephone, P11

Textbooks,

- school, G16

Thalidomide Program, J52

Theatres, E31-E34, E37

Therapeutics, J15

Timber,

- scaling, M38
- utilization and production, M27

Tourist,

- accommodations, K7
- trade, K1

Toxic Metals, M44

Trade,

- foreign, K2, K5

Tradesmen, C31, C32, E44

- operating engineers, E22, E42, E43
- stationary engineers, L13

Traffic,

- accidents, E52, O5, P2, P6
- statistics, O9
- violations, O5

Training,

- industrial, C29-C32, L12

Transportation,

- cost of operation, P9
- of commodities, Q4-Q9, Q11
- studies, P4, Q12

see also Motor - transport

Trapping, M39

Trust, B4

Tuberculosis,

control of, J53

Unions, L2, L8, L17-L19

Universities, A1, C1, C6, C16

allocation of space, C2, C5, C12, C14

capital assistance, C15

enrolment, C11, C13

expenditures, C4, C9, C10, C15, C27

physical resources, C8

revenue, C27

Urban Planning, Q12 - see also Community Planning

Vaccines, J44

Vegetation, H5, H26

Venereal Disease, J55

Veterinary Services, A16

Wages,

by occupation, L11

general study, S4

in farming, L3

in industry, L17-L19

in manufacturing, L9, Q1

in mining, Q2

in universities, C1

Water,

- currents, H8
- financial matters, H12
- ground, P12
- management, H41-H43
- movement, H8
- permit to take, H14
- pollution, H23, H35, H36
- quality, H6, H18- H21
- regulations, H10
- resources, H7, H9, H14, H19, H20, H32, M41, P10
- streams, H9, M51
- transportation, P9
- treatment, H15-H17, H37-H40
- wells, H22, H32, H33, P10

Weather, M43

Welfare, D7

Wildlife, M6

- bear, M4
- beaver, M2, M5
- conservation of, M7, M14
- death of, M6
- deer, M9, M10-M12
- grouse, M37
- moose, M1, M9, M29, M30
- population, M1, M5, M6, M9, M32, M34, M37
- predation, M32
- small game, M36
- waterfowl, M13, M42
- wolves, M4
- woodcock, M34

Working Conditions, L11, L16

Workmen's Compensation, A34, J58, M3

- industrial claims, J21

- see also Compensation and Health - insurance

X-ray, J20

- machine inspection, J7
- workmen's compensation, J58

Youth, D1

STATISTICAL FILE LISTINGS

Ministry/Agency: Ministry of Agriculture and Food
Agricultural Research Institute
of Ontario

File Name: Agricultural Research Data -
University of Guelph

File Objective: To provide data for a basis of
research findings which are
reported in the annual reports
of the Agricultural Research
Institute of Ontario

File Description: This file contains agricultural
research data collected and held
by University of Guelph operating
under a standing contract with
Ministry of Agriculture and Food
together with agricultural research
data collected by colleges and
institutions operated by the
Ministry of Agriculture and Food

File Size: not available

Key Identifier: not available

Confidentiality Status: public after publishing Annual Report

Mode of Storage: not available

Retention Period: perpetual

Ministry/Agency:	Ministry of Agriculture and Food Extension Branch
File Name:	Agricultural Engineering Extension Service Annual Report
File Objective:	To provide records of activities, programs, progress, changes in Agricultural Engineering Extension programs in individual areas and on a provincial basis
File Description:	This file contains the annual reports of each Agricultural Engineer in Extension Branch; statistical reports and comments are made on:- drainage designs, pond designs, farm structures designs, miscellaneous designs, 4-H tractor and engineering clubs, talks, scientific papers and schools, mass media presentations
File Size:	1 compiled report and 1 report per year per engineer
Key Identifier:	by location of engineer and by name
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Milk Industry Branch
(Milk Quality Program)

File Name: Annual farm service reports - monthly
milk quality test results

File Objective: To keep a record of each milk
producer with regard to the
quality of his milk and condition
of his farm

File Description: This file contains the annual farm
service report of all milk producers
plus their monthly quality test results

File Size: approximately 17,600 (1973)

Key Identifier: O.M.M.B. license number

Confidentiality Status: not confidential within Branch
confidential within Ministry and Government

Mode of Storage: paper file, computer tape

Retention Period: paper file - 2 years and current
computer tape - 3 months

Ministry/Agency: Ministry of Agriculture and Food
Extension Branch

File Name: Annual reports of Agricultural
offices by county

File Objective: To prepare Annual Report of
Extension Branch

To provide a record of activities,
programs, changes and progress of
extension work in each county and
district

File Description: This file contains annual reports of
each County or District office in the
Province where an Agricultural office
is located; statistical reports and
comments on: personnel, present state
of, and changes in agricultural economy,
new trends, activities, projects, farm
business management contracts, livestock
management contracts, soil and crop
management contracts, general extension
programs and activities, 4-H club statistics,
analysis and activities, junior farmers
statistics and activities, assistance
provided to farmers in Northern Ontario,
mass media releases

File Size: 54

Key Identifier: by county or district and by year

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Colleges of Agricultural Technology
located at Centralia, Kemptville,
New Liskeard and Ridgetown

File Name: Student Records and Course Contents

File Objective: To maintain records of student progress
and course content

File Description: This file contains data on all items
pertaining to the overall educational
programs, such as individual student
records, course content, etc.

File Size: not available

Key Identifier: none

Confidentiality Status: confidential within government
and ministry, not confidential within
branch

Mode of Storage: paper file

Retention Period: perpetual

Ministry/Agency: Ministry of Agriculture and Food
Milk Industry Branch
(Marketing Program)

File Name: Audit Records (Milk Processing Plants)

File Objective: To provide a record of audit work done
at various milk processing plants
within the province to fulfil a require-
ment of the Milk Act and for the
purposes of reviewing adjustments and
for future reference

File Description: This file contains worksheets, summaries
and adjustments of audit work performed
at various milk processing plants

File Size: approximately 275

Key Identifier: by plant name (alphabetically)

Confidentiality Status: strictly confidential

Mode of Storage: paper file legal size documents in
file cabinets

Retention Period: not decided, schedule still to be
approved

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Average price of milk per quart,
received by milk distributors for
one month

File Objective: To prepare tables showing the average
price received during a month by
distributors for milk

File Description: This file contains data on the
average price per quart of milk
received by milk distributors
over a one month period

File Size: 360

Key Identifier: not recorded

Confidentiality Status: within government and ministry -
confidential, within branch - not confidential

Mode of Storage: schedules stored

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Pesticide Use by Farmers

File Objective: To determine amount of agricultural
chemicals used by farmers, the crops
they were used on and the degree of
control obtained by their use

File Description: Four page survey schedule listing
crops and chemicals

File Size: 20,000

Key Identifier: numeric code

Confidentiality Status: confidential only summaries released

Mode of Storage: schedules stored

Retention Period: not yet decided

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Grain Corn Storage and Consumption
in Ontario

File Objective: To accumulate historical data on Ontario
grain corn shortage, movement and
consumption after publishing the results
of the monthly survey monthly

File Description: One page questionnaires, separated into
grain corn industry groups

File Size: 120 per month

Key Identifier: numeric code

Confidentiality Status: confidential only summaries released

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Dead Animal Disposal Statistics
- Monthly

File Objective: To compile statistics re: number of
dead animals collected

To maintain records of reports on dead
animal plants to ensure that meat from
dead animals is not processed or sold
for consumption

To prevent the spread of disease from
dead animals by checking to see that
they are all collected after death and
from farm to farm by inspecting trucks,
plants, etc. to see that sanitary records
are adhered to

File Description: This file contains data on the licensed
operators under the Dead Animal Disposal
Act, monthly statistics for the number
of dead animals collected and inspection
reports on plants and correspondence

File Size: 55

Key Identifier: name and address

Confidentiality Status: individual - confidential
aggregates - not confidential

Mode of Storage: paper file .

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Riding Horse Establishment Reports

File Objective: To provide data on the number of riding
horse establishments licensed under the
Riding Horse Establishments Act

File Description: This file contains data on the licensed
operators under this Act

File Size: 400

Key Identifier: establishment name and owner's name

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: not determined

A12

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Livestock Community Sales Reports

File Objective: To provide information on sales
conducted under the Livestock
Community Sales Act, listing the
number of animals sold and the
number rejected

File Description: The file contains information on
the number of animals sold and
rejected

File Size: 70 - 90

Key Identifier: name of sales barn and owner

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: not determined

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: P.M.U. Farm Reports

File Objective: To provide data on farms licensed
under the P.M.U. Farms Act

(P.M.U. - Pregnant Mare Urine)

File Description: The file contains data on the
number of horses on each farm
and the number of licensed
establishments in the Province

File Size: 100 - 125

Key Identifier: name and address of farm

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: not determined

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Animals Used in Research

File Objective: To record the number of every species
of animal used for research in a
registered research facility each year

To record the number of dogs and cats
purchased or otherwise acquired by
registered research facilities each
year and their source

To record the number of dogs and the
number of cats that in any experiment
or surgical procedure did not recover
from anaesthesia

To assist enforcement of the Animals
for Research Act

File Description: Contains annual statistics reported
by registered research facilities

File Size: 75

Key Identifier: name and address

Confidentiality Status: individual - confidential
aggregates - not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Fur Farms

File Objective: To provide annual farm production
data for Statistics Canada

File Description: This file contains data on the
production and breeding stock of
domestic furbearers

File Size: 300

Key Identifier: name and address and licence #

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 3 years

A16

Ministry/Agency: Ministry of Agriculture and Food
Veterinary Services Branch

File Name: Veterinary Services Laboratory Test
Results
Laboratory - Diagnostic

File Objective: To provide data for a summary of
workload and disease conditions found

File Description: This file contains a record of
submission of specimens by species
and sample examined and of tests
performed in each of the six
laboratories

File Size: 6

Key Identifier: there is a key identifier - description
not available

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Value per head of Livestock
(semi-annual)

File Objective: To estimate inventory value of
livestock on farms in Ontario

File Description: This file contains the average value
per head of livestock on farms

File Size: 5,000-6,000

Key Identifier: none

Confidentiality Status: confidential within ministry and
government, not confidential within branch

Mode of Storage: schedules stored

Retention Period: 5 years

A18

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Price Correspondents
(monthly)

File Objective: To prepare tables showing price
trends of farm products for
publication in "Monthly Crop
and Livestock Report"

File Description: This file contains data on the
average neighbourhood prices of
field crops and livestock at the
15th of each month

File Size: 1200

Key Identifier: none

Confidentiality Status: confidential within government and
ministry, not confidential within branch

Mode of Storage: schedules are stored

Retention Period: 2 years

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Nurseries (Annual)

File Objective: To prepare tables for publication in
"Seasonal Fruit and Vegetable Report"
showing sales of fruit trees to fruit
growers by variety

File Description: This file contains nursery sales of
fruit trees by kind and variety

File Size: 246

Key Identifier: none

Confidentiality Status: confidential within government and
ministry, not confidential within branch

Mode of Storage: records stored

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Milk Containers

File Objective: To provide a summary to retail milk
packages by size and type in the 5
major markets of Ontario for
publication in the "Monthly Dairy
Reports"

File Description: This file contains data describing
the types of containers in which
milk is sold in Ontario

(refer to ministry form D 147)

File Size: not recorded

Key Identifier: none

Confidentiality Status: within ministry and government
confidential, within branch not confidential

Mode of Storage: schedules are stored

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Grape-Growers

File Objective: To obtain general information about
grape-growers operations

File Description: This file contains information
concerning size of operation,
varieties grown, plantings,
removals and general information
about the grape-growers operation

File Size: 2000

Key Identifier: name and address

Confidentiality Status: averages and aggregates published

Mode of Storage: records stored

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Extension Branch

File Name: Extension Branch Annual Reports

File Objective: To provide a record of the activities,
programs, changes and progress of the
Extension Branch from inception to present

File Description: This file contains compiled report of
Extension Branch activities for each
fiscal year based on the reports from
each of the 54 individual county or
district agricultural offices

File Size: not available

Key Identifier: by year

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Survey of Crop Correspondence -
monthly

File Objective: To prepare tables showing crop
conditions and estimates of yield
for publication in "Monthly Crop and
Livestock Report"

File Description: This file contains data on crop
conditions, estimated of yields,
etc.

File Size: 1800

Key Identifier: numeric code

Confidentiality Status: confidential within government
and ministry, not confidential within branch

Mode of Storage: schedules are stored

Retention Period: 3 years

Ministry/Agency: Ministry of Agriculture and Food
Information Branch

File Name: Stock Inventory File and
Distribution of Publications

File Objective: To prepare a record of the amounts
of stock on hand of publications and
copies of this record are supplied
to Branch Directors and heads of
agricultural related institutions

File Description: This file contains data on stock
inventory file and distribution

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential within the Branch
confidential with ministry to the extent
that data is supplied to those involved in
publications information

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency:	Ministry of Agriculture and Food Crop Insurance Commission of Ontario
File Name:	Insurance Contracts (Crop)
File Objective:	To provide data to underwrite an insurance contract, and to use in statistical analysis and in actuarial calculations
File Description:	This file contains records of individual crop insurance contracts of up to 12 insurance plans presently available
File Size:	6,000
Key Identifier:	contract number
Confidentiality Status:	data - confidential statistics - not confidential
Mode of Storage:	paper file (primarily), punch card and computer tape (for analysis)
Retention Period:	indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Semi-Annual Survey of Farmers

File Objective: To prepare estimates of field crop
acres and livestock inventories
on a county basis

File Description: This file contains data on field crop
acres, livestock numbers by class
and age, etc.

File Size: 34,000

Key Identifier: numeric code

Confidentiality Status: individual - confidential
aggregates - published

Mode of Storage: computer tape

Retention Period: 5 years

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Retail Price of Milk by Container Type

File Objective: To prepare tables showing retail
price of milk by container type in
38 Ontario markets for inclusion in
"The Monthly Dairy Report"

File Description: This file contains data on the retail
price of milk in various types of
outlets by container type, in 38
Ontario markets

File Size: 200

Key Identifier: not recorded

Confidentiality Status: confidential within ministry and
government, not confidential within branch

Mode of Storage: schedules stored

Retention Period: not decided

Ministry/Agency: Ministry of Agriculture and Food
Agricultural Manpower Services

File Name: Reports to Canada Manpower Centre
re: vacancies for full time farm
employment

File Objective: To keep the Department of Manpower
and Immigration advised of the farm
employment situation in Ontario

File Description: This file contains data on the type
of vacancy (from farm employer request
for farm help), number of vacancies
(per individual request), location
of job and the nearest largest centre
(preferably nearest - C.M.C. office)

File Size: not recorded

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: not recorded

Retention Period: indefinitely

Ministry/Agency:	Ministry of Agriculture and Food Veterinary Services Branch
File Name:	Meat Inspection Reports
File Objective:	To provide information for examining carefully the diseases occurring in animals and to maintain comparative annual records to determine the statistical incidence of certain diseases and conditions
File Description:	The file contains information on the ante-mortems and post-mortems on the animals inspected
File Size:	248 slaughtering plants 146 meat inspectors
Key Identifier:	county and plant number
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	not decided

Ministry/Agency: Ministry of Agriculture and Food
Milk Industry Branch

File Name: Milk Products Programme
(Enforcement of Regulations)

File Objective: For the enforcement of regulations
under the Milk Act

To provide status data for
regulatory purposes

File Description: Contains a record of all active
certificate holders, raw milk
conveyance vehicles in use and
all plants licenced by the Branch

File Size: 4,500

Key Identifier: computer file has key identifier -
not specified, other files of variety of
retrieval systems - not specified

Confidentiality Status: not confidential - Branch
confidential - Government and Ministry

Mode of Storage: paper file, computer tape, index card

Retention Period: 3 years (part) indefinitely (part)

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Monthly Creamery and Cheese Factory
Survey

File Objective: To prepare statistics concerning
production and stocks of butter,
cheese and whey butter for
publication in "Monthly Dairy
Report"

File Description: This file contains data on the
production and stocks of cheddar
cheese, creamery butter and whey
butter

File Size: 140

Key Identifier: not recorded

Confidentiality Status: confidential within branch, ministry
and government

Mode of Storage: schedules stored

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Monthly Dairy Schedule

File Objective: To prepare the statistics concerning
the sales of milk and cream by type,
by area and by container size for
publishing in the "Monthly Dairy
Report"

File Description: This file contains data on the sales
of milk by licensed distributors by
area, class of milk and container
size

(refer to ministry form D 147)

File Size: 245

Key Identifier: none

Confidentiality Status: confidential within branch, ministry
and government

Mode of Storage: schedules are stored

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Economics Branch

File Name: Ontario Census of Fruit Trees

File Objective: To produce a breakdown of fruit trees
in Ontario based on type, variety, age
and geographic region and also by root
stock for apples

File Description: This file contains data on fruit trees
on farms broken down by variety, age, etc.

File Size: 8,000

Key Identifier: not recorded

Confidentiality Status: confidential within government and
ministry, not confidential within branch

Mode of Storage: schedules stored

Retention Period: indefinitely

Ministry/Agency: Ministry of Agriculture and Food
Extension Branch

File Name: Ontario Farm Accidents

File Objective: To provide data for accident prevention
education, eg. news releases,
radio, T.V.

File Description: This file contains data on 1960
Ontario Farm Accident Survey,
statistics from selected county
accident surveys 1965-1968 and
accidents occurring to farm
employees under Workmen's
Compensation Act 1966-1970

File Size: not recorded

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency:	Ministry of Agriculture and Food Pesticide Residue Laboratory
File Name:	Pesticide Residue Test Results
File Objective:	To provide data to monitor and study environmental contamination as a result of pesticide use in our society
File Description:	This file contains the results of the analysis of samples from the physical and biological environment for pesticide residues
File Size:	3,000
Key Identifier:	sample code numbers and report numbers
Confidentiality Status:	not confidential within Branch and Ministry confidential within Gov't.
Mode of Storage:	paper file
Retention Period:	indefinitely

Ministry/Agency: Ministry of the Attorney General
Law Society of Upper Canada

File Name: Ontario Legal Aid Plan - Annual Report
Statistics

File Objective: To assist the management of the Legal
Aid Plan in its resource allocation and
control responsibilities

File Description: This file contains information on:

1. Workload - applications received,
certificates issued, persons assisted
by duty counsel, appeals, etc.;
2. Finances - fees and disbursements,
recoveries, expenses;

by court and type of case

File Size: 46 records per year (i.e. 1 record/area)

Key Identifier: year, area

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Official Guardian's Branch

File Name: Official Guardian - Annual Report
Statistics

File Objective: To assist management by providing
information for planning and resource
allocation purposes

File Description: This file contains caseload information on:

1. Reports to the Court on the custody, maintenance and education of children involved in divorce proceedings;
2. Legal and financial services for the protection of the proprietary and other personal interests of children coming before the court.

File Size: 1 record per year

Key Identifier: year

Confidentiality Status: confidential within the government

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Supreme Court of Ontario

File Name: Supreme Court of Ontario
Monthly Returns of Local
Registrars

File Objective: To provide data on current local
court activity and for scheduling
of Supreme Court circuits

File Description: This file contains data on the volume
and type of pre-trial activity in the
local offices of the Supreme Court of
Ontario

File Size: not available

Key Identifier: name of county and month of reporting

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not available

Ministry/Agency: Ministry of the Attorney General
Public Trustee's Branch

File Name: Public Trustee - Annual Report Statistics

File Objective: To assist management by providing information
for planning, administrative control purposes

File Description: This file contains information on:

1. Workload - no. of estates and trusts;
- assets value;
2. Investment Income; by type of estate
or trust under management or supervision

File Size: 1 record per year

Key Identifier: year

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Supreme Court of Ontario

File Name: Supreme Court of Ontario
Business at Assizes

File Objective: To provide data on work done at each
sitting of the Supreme Court and for
controlling the disposition of Supreme
Court cases

File Description: This file contains data regarding the
work done at each jury or non-jury
sitting of the Supreme Court of Ontario

File Size: not available

Key Identifier: name of county and date of sitting

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not available

B6

Ministry/Agency: Ministry of the Attorney General
Office of the Accountant of the
Supreme Court of Ontario

File Name: Supreme Court Accountant - Annual Statistics

File Objective: To assist management by providing information
for planning, administrative control purposes

File Description: The file contains caseload data and
financial information on the number
and value of assets under administration,
investment income and its distribution among
the 25,000 accounts (minors and others)

File Size: not available

Key Identifier: year

Confidentiality Status: confidential within the government

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Legislative Counsel

File Name: Legislative Counsel - Annual Statistics

File Objective: To assist management by providing information
for planning and resource allocation purposes

File Description: This file contains information on:

1. No. of bills drafted - Government Bills;
- Private Members' Bills;
2. No. of pages in the annual statute book;
3. No. of regulations drafted and filed;
4. No. of pages published in the Gazette

File Size: not available

Key Identifier: year

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Administration of Justice Division

File Name: Courts Administration - Statistics, Annual
Report of the Inspector of Legal Offices

File Objective: 1. To assist management by providing
information for resource allocation
purposes; and
2. To satisfy a legislative requirement

File Description: This file contains information on:

1. Judicial Offices, (i.e. Sheriff, Local Registrar, S.C.O., County and District Court Clerk, Surrogate Registrar, Local Master, S.C.O., Crown Attorney, and Clerk of the Peace)
2. Provincial Judges (Criminal Division)
 - Number of dispositions in the Provincial Courts (Crim. Div.);
 - Fines and fees paid to the Province, and to Municipalities and the Federal Government;
3. Small Claims Courts
 - Number of claims entered;
 - Gross fees collected by Small Claims Court Officials

File Size: 295 records per year (i.e. 1 record/
information type/location)

Key Identifier: year, information type, location

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Administration of Justice Division

File Name: Courts Administration - Statistical
Information for Judicial Offices

File Objective: To assist management by providing
information for planning and resource
allocation purposes

File Description: This file contains workload information on:

1. Supreme Court of Ontario - number of
actions commenced, number of orders,
and number of judgments;
2. County or District Courts - number of
actions commenced, number of orders,
and number of judgments;
3. Sheriffs - number of searches, number of
processes and number of executions

File Size: 480 records per year (i.e. 1 record/
workload type/location

Key Identifier: year, workload type, location

Confidentiality Status: confidential within the ministry

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Administration of Justice Division

File Name: Courts Administration - Courts
Administration Statistics

File Objective: To provide information for planning,
research and administrative control
purposes

File Description: This file contains information on:

1. Court Through-put - number of new cases, number of disposed cases, number and age of in-process cases, etc., by case type
2. Resource Utilization - time spent in court by the court officers
3. Financial status of welfare and other accounts opened for the enforcement of Family Court maintenance orders for families in non-support cases

File Size: 221 records per year (i.e. 1 record/court jurisdiction/location)

Key Identifier: year, court jurisdiction, location

Confidentiality Status: confidential within the government

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Assessment Review Court

File Name: Assessment Review Court - Annual Statistics

File Objective: To assist management by providing information
for planning and resource allocation purposes

File Description: This file contains information on:
1. Number of appeals heard by the Court;
2. Number of sittings of the Court

File Size: 7 records per year (i.e. 1 record/area)

Key Identifier: year, area

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Board of Negotiation

File Name: Board of Negotiation - Annual Statistics

File Objective: To assist management by providing
information for planning and administrative
purposes

File Description: This file contains information on the
number of applications received and heard
by the Board concerning Land Expropriation
disputes

File Size: not available

Key Identifier: year

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Criminal Injuries Compensation Board

File Name: Criminal Injuries Compensation Board -
Annual Statistics

File Objective: To assist management by providing
information for planning, administrative
and resource allocation purposes

File Description: This file contains information on:

1. Caseload - numbers of applications received, heard and dismissed, number of hearings pending;
2. Compensation - number of awards granted by type and average award

File Size: not available

Key Identifier: year

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

B14

Ministry/Agency: Ministry of the Attorney General
Land Compensation Board

File Name: Land Compensation Board - Annual
Statistics

File Objective: To assist management by providing
information for planning, administrative
and resource allocation purposes

File Description: This file contains information on:

1. Caseload - number of applications
received, completed and in process,
by nature or arbitration;
2. Compensation - value of awards claimed
and awarded, for market value of land,
and for damages

File Size: not available

Key Identifier: year

Confidentiality Status: confidential within the ministry

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of the Attorney General
Ontario Municipal Board

File Name: Ontario Municipal Board - Annual Statistics

File Objective: To assist management by providing information
for planning, administrative and resource
allocation purposes

File Description: This file contains information on:

1. Caseload - number and type of matters handled by the Board;
2. Revenue - value of fees received by the Board payable on various types of applications and orders

File Size: not available

Key Identifier: year

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of Colleges and Universities
Operating Support Branch

File Name: Academic Staff and Salary Schedule
(Form UA-1)

File Objective: To provide statistical information
for cost study purposes re: universities

File Description: Contains information on the academic
staff salaries at provincially assisted
universities

File Size: 1680

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Colleges and Universities
Capital Support Branch

File Name: Allocation Inventory Data

File Objective: To provide space data for input
to the Capital Formula Entitlement
and Allocation Model for the
universities and other applicable
institutions, excluding the Colleges
of Applied Arts and Technology

File Description: Contains net assignable square
footage, building age and age/
quality discount building areas
for appropriate buildings at
universities and other applicable
institutions

File Size: 500

Key Identifier: institution and building code

Confidentiality Status: not confidential

Mode of Storage: card file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Student Awards Branch

File Name: Bursaries for Second Language Teachers

File Objective: To maintain records of all Second
Language Teachers' applications
awarded and non-awarded

Payment Control Summary for awarded
students

File Description: Contains:

- a) personal data on applications
- b) teacher's certificates
- c) attending institution for course

File Size: 1,000

Key Identifier: name, S.I.N. #, institution code

Confidentiality Status: not confidential within government
(data not available for general public)

Mode of Storage: paper file (payment data)

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Capital Support Branch

File Name: Capital Project Cost Data
(Space/Cost Library)

File Objective: To provide data for comparative cost
analysis for the Universities, Colleges
of Applied Arts and Technology, and
other applicable institutions

File Description: Contains tender costs by element,
\$/gross square foot, \$/net square
foot, adjusted unit costs, and %
space distribution

File Size: 1000

Key Identifier: institution and building code

Confidentiality Status: not confidential

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Capital Support Branch

File Name: Five Year Program - Capital Formula Data
(Space Available and Required)

File Objective: To provide space data for the universities
and other applicable institutions other
than the Colleges of Applied Arts and
Technology, to provide as basis to determine
capital entitlements

File Description: Contains data by institution on total space
available, space required for full-time,
part-time and trimester students, new
space required

File Size: 300

Key Identifier: year, institution

Confidentiality Status: not confidential except at
preliminary stages

Mode of Storage: paper file, computer

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Student Awards Branch

File Name: Ontario Graduate Fellowships

File Objective: To maintain records of all Ontario
Graduate Fellowships applications
(awarded and non-awarded)

To control payment of the awards

File Description: Contains:

- a) applicants personal data
- b) applicants educational background
- c) previous Ontario Graduate Fellowships
held
- d) particulars of the award

File Size: 7,000 - 8,000

Key Identifier: name, S.I.N. #, institution code

Confidentiality Status: not confidential within government
(information not available to general public)

Mode of Storage: paper file (all applicants)
computer printout (awarded only)

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Student Awards Branch

File Name: Ontario Student Award File

File Objective: To provide data to assess the
individual application, calculate
the award and prints documentation
of the decision

To control payment of the award

File Description: Contains personal and financial
data on applicants for financial
assistance in completing post
secondary education

Each financial assistance record
contains name, age, sex, address,
educational history, financial
information and particulars of
the award

File Size: 75,000 - 100,000

Key Identifier: name, S.I.N. #, institution code

Confidentiality Status: not confidential within government
(information not available to general public)

Mode of Storage: paper file, computer tape

Retention Period: paper file - 20 years
computer tape - 1 year and current

Ministry/Agency: Ministry of Colleges and Universities
Capital Support Branch

File Name: Ontario Universities Physical Resources
Survey

File Objective: To record and assess use of physical
resources

File Description: Contains

- 1) physical resources inventory of universities
- 2) staff roster and staff location data
- 3) class meeting schedule data
- 4) graduate student location data
- 5) building characteristics
- 6) building area data, gross square footage, net square footage
- 7) room characteristics
- 8) reader space use data
- 9) dining station use patterns
- 10) land resources inventory

File Size: not available

Key Identifier: university code, building code, room code, etc.

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Capital Support Branch

File Name: Quarterly Capital Progress Report
and Cash Flow Forecast (Forms UA-5B
and UA-5C)

File Objective: To provide data to control capital
expenditures by universities on
approved projects and to forecast
cash requirements

File Description: Indicates the amount of financial
assistance provided by the province
on capital projects and a prediction
of the remaining assistance required
for provincially assisted universities

File Size: 112

Key Identifier: alphanumeric code identifying
the university

Confidentiality Status: confidentiality determined by
individual university

Mode of Storage: paper file

Retention Period: not decided

C10

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: Report on Operating Expenditures of the
Colleges of Applied Arts and Technology
and the Ontario Universities

File Objective: To provide data for reporting Operating
Expenditures to the Federal Government
for purposes of the Federal Provincial
Arrangements Act, 1967.

File Description: Contain expense information by specific
classifications for each university

File Size: 820

Key Identifier: name of institution

Confidentiality Status: not confidential within the government
and available in the Legislative Library

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Statistics Branch

File Name: Requests to the universities for
information from the committee on
University Affairs (CUA-70-A to
CUA-70-N)

File Objective: To provide data annually to the
committee on University Affairs

File Description: Contains statistical information
on university enrolment and operations

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

C12

Ministry/Agency: Ministry of Colleges and Universities
Capital Support Branch

File Name: Space Factor Data - Students

File Objective: To provide data for comparative
space use analysis

File Description: Contains data on the net assignable
square feet
a) by space type/student contact hour
b) by space type/user

Information on hrs/week of use,
% station occupancy, program and
level parameters

File Size: 200

Key Identifier: space use type

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Statistics Branch

File Name: University Enrolment Data (Form UA-3)

File Objective: To provide data to determine the
basic income units for paying out
grants to universities

File Description: Contains information on the actual
enrolment at each university by
program and academic level

File Size: 41,160

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file, punch card

Retention Period: not decided

C14

Ministry/Agency: Ministry of Colleges and Universities
Capital Support Branch

File Name: I.S.F. (Individual Specific File)
Inventory Data

File Objective: To provide space data for input to
the Campus Model for planning purposes
for the Colleges of Applied Arts and
Technology

File Description: Contains square footage for appropriate
buildings at the colleges

File Size: 300

Key Identifier: project, facility, campus, building code

Confidentiality Status: not confidential

Mode of Storage: card file, computer tapes

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Capital Support Branch

File Name: Capital Assistance Reports

File Objective: To provide data for the management
of Capital Allocations for the
Universities, the Colleges of Applied
Arts and Technology, and other applicable
institutions

File Description: Monthly submissions containing actual
and projected monthly cash withdrawals
for the fiscal year, and quarterly
submissions containing projected cash
requirements for the fiscal year and
the following five years

File Size: 1000 yearly

Key Identifier: institution and project

Confidentiality Status: not available

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: Financial Statements of all Colleges of
Applied Arts and Technology, Universities,
and related Institutions

File Objective: To provide financial information concerning
the operations and financial positions of
the above mentioned institutions

File Description: Audited financial statements in the
prescribed formats

File Size: one report per year from each of the
institutions

Key Identifier: name of institution

Confidentiality Status: not confidential within the government
and available in the Legislative Library

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Provincial Library Service Branch

File Name: Public Libraries Financial Report for 1969

File Objective: Used by Grants Section to determine
library grants

To provide debenture levy and maintenance
levy for library purposes

File Description: This file contains

- 1) Tax statement (completed by auditor)
including list of participating
municipalities and their population
and local assessment
- 2) Debenture levy and maintenance levy
- 3) Statements of Revenue Fund, Capital
Building Fund, Debentures
- 4) Auditor's report
- 5) Report on circulation
- 6) List of 1970 board and present staff,
staff salaries, insurance coverage

File Size: 318

Key Identifier: name of board, MIDENT board number

Confidentiality Status: confidential within government
publication of financial reports
of individual library boards is a board
responsibility

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Examination Results Cumulative Files

File Objective: To provide data for bi-annual
reports for the Federal Government

To provide a tally of responses for
reference in the development of trade
exams and the total numbers writing
the provincial exams

File Description: This file contains

- 1) results of each 'trade region'
on the Qualifying Examinations
organized according to 'data
centre'
- 2) individual exam results of
passes, percentage passes
and mean
- 3) progressive examinations results
with the total to date of each
trade for each centre (generic
breakdown between apprentices
and journey men)

File Size: not applicable

Key Identifier: none

Confidentiality Status: strictly confidential (partially
released to the Federal Government)

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Statistical Records

File Objective: To record and file annual, 5 year
and periodic reports

To build trends

To provide data for budget planning,
review reporting

File Description: This file contains incoming and
outgoing monthly statistical reports
for the Industrial Training Branch

File Size: not applicable

Key Identifier: report name - manually produced reports
report name and number - computer
produced reports

Confidentiality Status: confidential within ministry
and government

Mode of Storage: paper file

Retention Period: summaries retained indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Training-In-Industry

File Objective: To provide data on the current
status of each project

File Description: This file contains a summary of -
1) the number of training-in-industry
projects developed and completed
since the commencement of training
under the provisions of the Federal
Adult Occupational Training Act
2) trainee data relating to participation
in training on the different projects

File Size: not applicable

Key Identifier: training-in-industry projects

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Biographical Data File for Testing

File Objective: To provide data in the future for a basis
of counselling and statistical analysis
for the various purposes of management,
administration, counselling and
recommendations for changes

To provide data for correlating the results
of standard achievement and aptitude tests
with vital statistics of biographical
nature

File Description: This file contains experimental data
questionnaires administered to testing
samples

File Size: not available

Key Identifier: name, trade and contract number

Confidentiality Status: confidential within Government

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Colleges and Universities
Student Awards Branch

File Name: Fellowships for Second Language Study

File Objective: To maintain records of all Fellowships
for Second Language Study applications -
awarded and non-awarded

Payment Control Summary for awarded
students

File Description: Contains:

- a) personal data on application
- b) degrees received
- c) name of institution attended
- d) department or program taken
- e) calculated award
- f) approval

File Size: up to 200 applications dependent on
allotment of program

Key Identifier: name, S.I.N. #, institution code

Confidentiality Status: not confidential within government
(data not available to general public)

Mode of Storage: paper file (payment data only)

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Student Awards Branch

File Name: Ontario Scholarships

File Objective: To maintain Ontario Scholars Paylists
(Both are kept in Institution Code order)

Payment Control Summary for awarded applicants

To maintain Ontario Scholars Diploma
Control Sheets

File Description: Contains:

- a) additions of names
- b) changes of names
- c) cancellations of names sent in by schools

control sheets, paylist control sheets,
alphabetical listing of all Ontario
schools

File Size: 7,000

Key Identifier: institution code order; student's name
alphabetical

Confidentiality Status: not confidential within government
(data not available to general public)

Mode of Storage: paper file (payment data only)

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Student Awards Branch

File Name: Ontario Secondary School Bursary

File Objective: To maintain records of awarded and
non-awarded applicants

Payment Control Summary for awarded
students

File Description: Contains:

- a) applicant's personal data, parents' financial information
- b) school marks of second last year of studies and comments, both indicated by school principal

File Size: 1,300 - 1,500 awarded and non-awarded

Key Identifier: name, S.I.N. #, institution code
a. (awarded LG 4) b. (non-awarded LG 3)

Confidentiality Status: not confidential within government
(information not available for general public)

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Student Awards Branch

File Name: Summer Language Bursary Program

File Objective: To maintain records of all Summer
Language Bursary Program applicants
(awarded, non-awarded and related
correspondence)

File Description: Contains:

- a) applicant's personal data
- b) applicant's educational background
- c) previous language program
participation
- d) eligibility and admission results

File Size: 1,300 - 1,500

Key Identifier: name and S.I.N. #

Confidentiality Status: not confidential within government
(information not available to general public)

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
College Affairs Branch

File Name: Registered Nursing Assistant (R.N.A.) Schools

File Objective: To compile data for Ministry of Colleges
and Universities and for Annual Report

File Description: Contains:

- 1) number of students enrolled per
class and annually
- 2) number of students graduating per
class and annually
- 3) attribution rate per class and annually
- 4) number of graduates employed per class
and annually

File Size: not available

Key Identifier: R.N.A. School

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Institutional Accounting and
Architectural Services Branch

File Name: Total Revenue and Expenses for Provincially-
Assisted Universities

File Objective: To provide comparative financial
information concerning the operations
of provincially-assisted universities

File Description: Operating statements in a standardized
format plus consolidations and analyses

File Size: bound book published once per year - 100 pages

Key Identifier: by university

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Colleges and Universities
Statistics Branch

File Name: Part Time CAAT Students

File Objective: To provide data for Applied Arts Branch
and the Council of Regents

File Description: Specific statistical information on CAAT
Part-time students

File Size: 80,000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: tape

Retention Period: not decided

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Apprenticeship Masterfile (History)

File Objective: This file contains cancelled and completed records of apprentices, accumulated to the end of the last fiscal year

File Description: Each record contains the apprentice's name, address, social insurance number, birth date, employer name and address, contract data, school attendance and results, period hours, examination date and results

File Size: 24,000 records of 544 characters each
(approximate growth - 6,000 annually)

Key Identifier: apprentice's name, trade code

Confidentiality Status: discretion of Director of the Industrial Training Branch

Mode of Storage: magnetic tape and microfilm (C.O.M.)

Retention Period: 3 generations

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Apprenticeship Masterfile (Current)

File Objective: This file contains a record for each apprentice for the current fiscal year. This file is used as means of scheduling and recording of training, schooling, contract status and examination results. Apprentices are registered under the Apprenticeship and Tradesmen's Qualification Act and Regulations.

File Description: Each record contains the apprentice's name, address, social insurance number, birth date; employer name and address, contract data, school attendance and results, period hours, examination date and results.

File Size: 25,000 records of 544 characters each

Key Identifier: apprentice's name, trade code

Confidentiality Status: discretion of Director of the Industrial Training Branch

Mode of Storage: magnetic tape and microfilm (C.O.M.)

Retention Period: 3 generations

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Tradesman's Weekly (Billing) Masterfile

File Objective: This file contains records for all tradesmen with outstanding billings. These records correspond to those on the monthly masterfile

File Description: Each record contains the tradesman's name, address, social insurance number, birth date, and all data pertinent to his certified standing, fee collection, expiry dates and certificate issuing

File Size: varies between 15,000 to 20,000 records of 264 characters each

Key Identifier: tradesman's name, social insurance number and trade code

Confidentiality Status: discretion of Director of the Industrial Training Branch

Mode of Storage: magnetic tape and microfilm (C.O.M.)

Retention Period: 3 generations

Ministry/Agency: Ministry of Colleges and Universities
Manpower Training Branch

File Name: Trademan's Monthly Masterfile

File Objective: This file records all tradesmen certified under the Apprenticeship and Tradesmen's Qualification Act of Ontario, and Regulations; for approximately 50 trades. This file is used as the basis for the billing and issuing of approximately 180,000 Tradesman's Certificates of Qualification issued on a 2-year by birth-date schedule

File Description: Each record contains the tradesman's name, address, social insurance number, birth date, and all data pertinent to his certified standing, fee collection, expiry dates and certificate issuing

File Size: 180,000 records of 264 characters each

Key Identifier: tradesman's name, social insurance number and trade code

Confidentiality Status: discretion of Director of the Industrial Training Branch

Mode of Storage: magnetic tape and microfilm (C.O.M.)

Retention Period: 3 generations

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Religious Breakdown

File Objective: To provide data for research purposes

File Description: Religious Denominations in Canada and Ontario,
representing absolute numbers and percentages,
for year 1971

File Size: not available

Key Identifier: denominations by alphabet

Confidentiality Status: available to government and appropriate
agencies

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Ethnocultural Maps of Toronto

File Objective: To provide data for research and for those
interested in establishing services for
ethnocultural groups in Toronto

File Description: Six (6) Maps of Toronto, showing percentage
concentration of mother tongue groups, and
featuring: English, French, Italian, Greek,
Portuguese, and "Others" languages. The map
dealing with "Others" excludes English and French.
The maps have been established by computer, on
the basis of 1971 census.

File Size: 6

Key Identifier: percentage legend

Confidentiality Status: available on request to the appropriate
agencies

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Immigration Statistics

File Objective: To provide data for research purposes

File Description: This file contains data on immigration from
country of former residence and destination of
immigrants for the period between 1961 - 1973

File Size: not available

Key Identifier: alphabetical subject system

Confidentiality Status: available to Government and appropriate
agencies

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Ethnic Group Survey

File Objective:

- To obtain information about a specific ethnic organization; its officers, the aims and purposes and its effectiveness or the ethnic community
- To gain insight into the problems the members of these ethnic communities face and how they see themselves as an ethnic group
- To provide data for a mailing list by persons wishing to contact ethnic organizations
- To be used by teachers of English to immigrants to familiarize themselves with the ethnic groups their students come from
- To provide data to students doing research on ethnic groups
- To provide resource material for programs of immigrant integration and orientation classes for the new immigrant

File Description:

This file contains information on the formal structure of 12 Ethnic Groups, including names, addresses and telephone numbers of the officers, descriptions of functions in the ethnic community, comments on the organizations and information on the formal community, i.e. their attitudes toward Government agencies, their own organization and how they see themselves as an ethnic group

File Size: 12

Key Identifier: alphabetical subject system

Confidentiality Status: confidential within the Ministry

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Homes for the Aged
Office on Aging Branch

File Name: Long-Term Study of Aging

File Objective: To provide data for a series of
publications entitled 'Ontario's
Long-Term Study of Aging 1959-1978'

File Description: This file contains data on the 2,000
participants of this study. Data is
concerned with the changes of the
individuals as they age, e.g. health
socio-economic aspects life aspects
(a) visiting patterns (b) attitude
toward retirement

File Size: 2,000

Key Identifier: code

Confidentiality Status: strictly confidential.

Mode of Storage: computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Community and Social Services
Homes for the Aged
Office on Aging Branch

File Name: Monthly Statistics

File Objective: To provide data for monthly publication
'Statistics about People'

File Description: This file contains data on

- 1) occupancy statistics for municipal homes for the aged and percentages
- 2) occupancy statistics for charitable institutions (for aged mainly) and percentages
- 3) occupancy statistics for charitable institutions (halfway house, etc.) and percentages
- 4) combined occupancy statistics for municipal homes and adult charitable institutions for the aged and percentages
- 5) private (foster) home care statistics and comparison percentages
- 6) waiting list for municipal, charitable (adult) and combined homes and percentages
- 7) change in occupancy from previous month and year by percentage
- 8) statistics on participation in programs of municipal, adult charitable and combined homes, number and percentage
- 9) statistics on number of elderly persons centres
- 10) statistics on number and progress of new projects all types of homes, centres, etc.
- 11) Regional Homes for the Aged bed ratios per 1,000 and general population 60 years and over, number and percentage.

File Size: 178

Key Identifier: location (county)

Confidentiality Status: individual - confidential
aggregates - not confidential

Mode of Storage: paper file

Retention Period: indefinitely (approximately 5 years)

Ministry/Agency: Ministry of Community and Social Services
Research and Planning Branch

File Name: Monthly Statistical Bulletin

File Objective: To provide data on municipal and provincial
welfare rolls

File Description: This file contains data on Family Benefits
and General Assistance beneficiaries and
expenditures

File Size: 1 publication per month

Key Identifier: by county and municipality

Confidentiality Status: publication readily accessible

Mode of Storage: paper file

Retention Period: indefinite

D8

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Environmental Bulletin, of August 8, 1973

File Objective: To provide data for research purposes and the
information on ethnic immigration in Ontario

File Description: Immigration to major cities in Ontario, and
to Vancouver and Montreal, by country of origin,
for each year from 1957 to 1971. Computer printout

File Size: 1 item

Key Identifier: eighteen cities, of which sixteen are in Ontario

Confidentiality Status: available to the government and appropriate
agencies, as well as other researchers

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Mother Tongue Breakdown for Canada, 1971,
and Ontario

File Objective: To provide data on the ethnocultural concentration
in Canada, with special extract established
for Ontario

File Description: Population by mother tongue for Municipal
Subdivisions of 30,000 and over for Canada,
and Ontario, based on 1971 Census.
From the computer printout, figures were
extracted for Ontario Municipalities of
30,000 and over, and a separate file
established for this purpose

File Size: 2 items

Key Identifier: 35 language groups

Confidentiality Status: available to the government and appropriate
agencies

Mode of Storage: paper files

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Mother Tongue Breakdown for Toronto, 1971

File Objective: To provide data on the ethnocultural concentration in Toronto, for the purposes of research and for those involved in servicing the communities

File Description: Computer printout of Metropolitan Toronto population breakdown by mother tongue, by 1971 census tract; featuring: = language group total in Metro Toronto; language group as percentage of total Metro Toronto population; = language group total by each census tract; the language group as percentage of the census tract's total population; the census tract's language group as percentage of the total Metro Toronto group.

File Size: 1 item

Key Identifier: by 35 language groups, alphabetically, by census tract

Confidentiality Status: available to the government and appropriate agencies

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Central Directory of Ethnic Groups in
Ontario Data Bank

File Objective: To provide general and statistical information to all government ministries and the interested agencies on Ontario ethnocultural communities. The Data Bank is to also assist with planning and effective development of inter-group cooperation in areas of mutual concern, where the ethnocultural communities and agencies working for and with them could interact on ongoing bases.

The information contained in the file is subject to continuous updating, depending on the Questionnaire returns.

File Description: List of specific ethnic organizations, by the ethnocultural community, alphabetically for: (a) Toronto; (b) Ontario, outside of Toronto; amounting to approximately 800 different organization from among 68 major ethnocultural groups.

Assessment Files based on Questionnaire returns, grouped by the ethnocultural community, alphabetically; these include background material such as newspaper articles, grant requests, and the field officers' observations about the community and its organizations.

List of ethnic publications; ethnocultural religious organizations; and of ethnic churches: in Toronto, and in Ontario (outside of Toronto).

File Size: 68 sections, one for each ethnocultural community. Within each section, there are the background files, and the files relating to specific organizations

D11

Key Identifier: alphabetical order by ethnocultural
 community

Confidentiality Status: confidential within the government;
 specific information provided on
 request when appropriate

Mode of Storage: paper files

Retention Period: indefinitely

Ministry/Agency: Ministry of Community and Social Services
Citizenship Branch

File Name: Geographical Index of Ethnocultural Organizations

File Objective: To provide information on geographical distribution of the various ethnocultural organizations to the Government, and the Citizenship Branch Field Officers

The information contained in the file is subject to continuous updating, depending on the Questionnaire returns and the Field Officers providing the data

File Description: Index cards by the Field Office region, including: Toronto, Hamilton, Ottawa, Thunder Bay, and Windsor; and featuring the ethnocultural organizations' names, addresses, functions and programs

File Size: 5 sections; one for each Field Office region

Key Identifier: by ethnocultural community, alphabetically

Confidentiality Status: available on request to the Government and the appropriate agencies' officials

Mode of Storage: index cards in metal filing cabinets

Retention Period: indefinitely

Ministry/Agency: Ministry of Consumer and Commercial Relations
Registrar of Loan & Trust Corporations

File Name: Annual Report of the Registrar of Loan
and Trust Corporations

File Objective: To provide a management tool;

To provide an ongoing record of information
relative to the Loan and Trust Industry; and

To fulfil a requirement of the Loan and Trust
Corporations Act.

File Description: Contains annual financial statements,
statistical tables, and miscellaneous
information relative to the loan and
trust industry

File Size: one annual report for each year since 1887

Key Identifier: type of company and name

Confidentiality Status: not confidential

Mode of Storage: book

Retention Period: perpetual

Ministry/Agency: Ministry of Consumer and Commercial Relations
Superintendent of Insurance

File Name: Annual Report of the Superintendent of
Insurance Ontario

File Objective: To provide a management tool;

To provide an ongoing record of
information relative to the
Insurance Industry; and

To fulfil a requirement of The
Insurance Act.

File Description: Contains annual financial statements,
statistical tables and miscellaneous
information relative to the insurance
industry

File Size: one annual report for each year since 1878

Key Identifier: type of company and name

Confidentiality Status: not confidential

Mode of Storage: books

Retention Period: perpetual

Ministry/Agency: Ministry of Consumer and Commercial Relations
Companies Division

File Name: Annual Returns Report (Companies)

File Objective: To provide data on administrative
planning for public information

File Description: Contains reports of returns,
cancellations and amendments
of companies

File Size: 130,000

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file, computer tape and micro-film

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Companies Division

File Name: Applications on hand (Companies)

File Objective: To provide data for administration and planning

File Description: This file contains data from
company applications

File Size: as of July 31, 1972 :- 1134

Key Identifier: name and address

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Companies Division

File Name: Applications Received and charters mailed
(Companies)

File Objective: To provide data for administrative and planning
purposes

File Description: This file contains data on company
applications and company charters

File Size: Received 14,870
Mailed 14,494

Key Identifier: yes - not specified

Confidentiality Status: not confidential within the Government

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Companies Division

File Name: Cancellations (Companies)

File Objective: To provide data for administration
and planning

File Description: Contains data on cancellations
of companies

File Size: 130,000

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file and microfilm

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Business Practices Division
Motor Vehicle Dealers

File Name: Inspections and Complaints (Motor Vehicles)

File Objective: To provide data to assist policy planning
under the Motor Vehicle Dealers Act

File Description: Contains information on the number of
inspections, complaints received and
handled

File Size: 7,000

Key Identifier: name

Confidentiality Status: not available to the public

Mode of Storage: paper file

Retention Period: indefinite

E8

Ministry/Agency: Ministry of Consumer and Commercial Relations
Ontario Securities Commission

File Name: Insider Trading

File Objective: To fulfil parts XI of Ontario Securities
Act and Sections 148 and 149 of Ontario
Business Corporations Act

File Description: Contains data on insider, date of
transaction, month and holdings

File Size: 20,000 reports per annum

Key Identifier: name

Confidentiality Status: not confidential within
government

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Ontario Securities Commission

File Name: Investigations

File Objective: To provide data for administration

File Description: Contains statistical data on
investigations, hearings,
appeals, applications for
exempt status, complaints,
prosecutions

File Size: 400

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Superintendent of Insurance

File Name: Licencees (Insurance companies, agents, brokers,
salesmen and adjusters, loan and trust corporations
and prepaid hospital and medical associations.)

File Objective: To provide data for administration

File Description: Contains data on the licencing of insurance
companies, agencies, brokers, salesmen

File Size: 24,500

Key Identifier: name

Confidentiality Status: not confidential within the Government

Mode of Storage: paper file

Retention Period: 2 years to indefinitely

Ministry/Agency: Ministry of Consumer and Commercial Relations
Office of the Superintendent of Insurance
and Registrar of Loan and Trust Corporations
Insurance, Loan and Trust Corp., Credit
Unions and Cemeteries Branch

File Name: Number of Credit Unions

File Objective: To provide data for administration

File Description: Contains data on the number and type
of credit union, financial reports,
examination reports, by-laws,
correspondence

File Size: 4,000

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 12 years

E12

Ministry/Agency: Ministry of Consumer and Commercial Relations
Ontario Securities Commission

File Name: Prospectus Filings and Administration
Parts IX, X, XII of Ontario Securities
Act

File Objective: To provide data for administration

File Description: Contains statistical data, i.e.
prospectuses, offerings to share-
holders, statements of material
facts, amendments, private placements,
exempt purchases, take-over circulars,
proxy solicitations, information circular
filings and financial statements

File Size: 5,800

Key Identifier: company name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Technical Standards Division
Energy Branch

File Name: Facilities System Masterfile

File Objective: To maintain records of all facilities and
contractors licenced or registered under
the Energy Act, 1971 and the Gasoline
Handling Act'

File Description: File contains mailing and location addresses,
current licence/registration status and
financial data

File Size: 25,000

Key Identifier: file number (controlled by Branch)

Confidentiality Status: not available

Mode of Storage: computer tape

Retention Period: 2 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Registrar of Loan and Trust Corporations

File Name: Statement of Obligations of Loan and Trust
Corporations--quarterly returns

File Objective: To fulfil the requirements under sections, 81, 9
166 (3) and 167 (1) of the Loan and Trust
Corporations Act

To check solvency

File Description: Contains statement of liquidity on hand

File Size: 55

Key Identifier: quarterly date

Confidentiality Status: not confidential within the Government

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Companies Division

File Name: Statistical Report (Companies)

File Objective: To provide data for administration
and planning

File Description: Contains data on the number and
type of corporation, place of
incorporation, number of active
companies and number of defaults

File Size: 130,000

Key Identifier: name

Confidentiality Status: not confidential within the government

Mode of Storage: paper file, computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Office of the Registrar General

File Name: Annual Ontario birth registrations (statistical data)

File Objective: To produce statistics at the provincial and federal level relating to births occurring in Ontario

File Description: Contains numerical statistical data relating to each birth registered

File Size: 130,000

Key Identifier: birth index number

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Office of the Registrar General

File Name: Annual Ontario death registrations
(statistical data)

File Objective: To produce statistics at the provincial
and federal level relating to deaths of
Ontario residents and visitors

File Description: Contains numeric statistical data relating
to each death registered

File Size: 55,000

Key Identifier: death index number

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Office of the Registrar General

File Name: Annual Ontario marriage registrations
statistical data

File Objective: To produce statistics at the provincial
and federal level relating to marriages
occurring in Ontario

File Description: Contains numeric statistical data relating
to each marriage registered

File Size: 67,000

Key Identifier: marriage index number

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Consumer and Commercial Relations
Technical Standards Division
Boilers and Pressure Vessels Branch

File Name: Boiler and Pressure Vessel Files

File Objective: To record and maintain the technical data relating to the registration of designs and welding procedures, manufacturing reports and the history of inspections for each boiler and pressure vessel manufactured for installation in the Province of Ontario in accordance with the Boilers and Pressure Vessels Act

File Description: This file contains data on boilers and pressure vessels:
1) Registered designs
2) Registered Welding Procedures
3) Boiler and Pressure Vessel inspection reports

File Size: 100,000

Key Identifier: Ontario Identification numbers which are controlled by the Branch

Confidentiality Status: 1 & 2 confidential
3 not confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: 20 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Elevating Devices Branch

File Name: Elevating Devices Masterfile

File Objective: To record and maintain a history of
owners and licencees and inspections
performed on installations located
in Ontario

File Description: This file contains Statistical Data
on Elevating Devices

File Size: 21,000

Key Identifier: installation number

Confidentiality Status: not confidential

Mode of Storage: paper file, computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Consumer and Commercial Relations
Technical Standards Division
Operating Engineers Branch

File Name: Registration of Power Plants

File Objective: To provide data for reference on daily activities of power plant installations, conversions, replacements, prosecutions and confirming the qualifying experience claimed by operating engineers for certification purpose

File Description: This file contains records establishing the power output of boilers and compressors and subsequent classifications

File Size: 5,000

Key Identifier: name and number

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Consumer and Commercial Relations
Technical Standards Division
Operating Engineers Branch

File Name: Registration of Operating Engineers

File Objective: To record the history of the operating engineer in respect to applications, certification and qualifying experience, classification

File Description: This file contains a record of application for certification, examinations written, classification, enquiries and reports on operating engineers

File Size: 35,000

Key Identifier: name and number code

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Consumer and Commercial Relations
Property Rights Division

File Name: Monthly and Annual Returns from 66 Land
Registry Offices

File Objective: To provide current data on workload
To relate revenue and expenditure
To allow for compilation of
statistical data for present and
past periods

File Description: This file contains monthly and annual
returns from 66 Land Registry Offices

File Size: 1,990 monthly records
indeterminate annual records

Key Identifier: annual returns - filed by year
monthly returns - filed by month

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Consumer and Commercial Relations
Business Practices Division
Real Estate Branch (Central Registry)

File Name: Real Estate

File Objective: To comply with the regulations of the
Real Estate and Business Brokers Act

File Description: Contains applications for registration,
Annual renewals and bonding papers of
Real Estate Brokers and Salesmen

File Size: 31,000

Key Identifier: alphabetically by name

Confidentiality Status: not available to public

Mode of Storage: paper files

Retention Period: 2 years to 10 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Business Practices Division
Motor Vehicle Dealers Branch (Central Registry)

File Name: Motor Vehicles

File Objective: To comply with the regulations of the
Motor Vehicle Dealers Act

File Description: Contains applications for registration,
Annual renewals and bonding papers of
Motor Vehicle Dealers and Salesmen

File Size: 27,000

Key Identifier: alphabetically by name

Confidentiality Status: not available to public

Mode of Storage: paper files

Retention Period: 2 years to 10 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Commercial Registration Division
Bailiffs, Collection Agencies and
Mortgage Brokers Branch

File Name: Collection Agencies

File Objective: To comply with the regulations of
The Collection Agencies Act

File Description: Applications for registration and
inspection

Annual renewals

Examination papers and bonding papers

Inspector's reports, complaints

File Size: 900

Key Identifier: alphabetically by name

Confidentiality Status: not available to the public

Mode of Storage: paper files

Retention Period: five years after termination of registration

Ministry/Agency: Ministry of Consumer and Commercial Relations
Commercial Registration Division
Bailiffs, Collection Agencies and
Mortgage Brokers Branch

File Name: Mortgage Brokers

File Objective: To comply with the provisions
of the Mortgage Brokers Act

File Description: Applications for registration and
inspection, annual renewals,
examination papers, inspector's
reports, complaints

File Size: 1,000

Key Identifier: alphabetically by name

Confidentiality Status: not available to the public

Mode of Storage: paper files

Retention Period: five years after registration terminates

Ministry/Agency: Ministry of Consumer and Commercial Relations
Commercial Registration Division
Bailiffs, Collection Agencies and
Mortgage Brokers Branch

File Name: Bailiffs

File Objective: To comply with the regulations of
the Bailiffs Act

File Description: Applications for appointment,
inspection, bonding papers,
inspectors' reports, complaints

File Size: 120

Key Identifier: alphabetically by name

Confidentiality Status: not available to the public

Mode of Storage: paper files

Retention Period: five years from time registration
has lapsed

Ministry/Agency: Ministry of Consumer and Commercial Relations
Business Practices Division
Consumer Protection Bureau (Central Registry)

File Name: Itinerant Sellers

File Objective: To comply with the regulations of the
Consumer Protection Act

File Description: Contains applications for registration,
Annual renewals and bonding papers of
Itinerant Sellers

File Size: 2,000

Key Identifier: alphabetically by name

Confidentiality Status: not available to public

Mode of Storage: paper files

Retention Period: 2 years to 10 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Lotteries Branch

File Name: Lotteries Branch

File Objective: To control and supervise licensing
procedures for lotteries, bingos and
games of chance throughout the
province, as specified by Criminal
Code of Canada S189 and S190

File Description: Contains data on the type and number of
organizations licensed

File Size: 160,000

Key Identifier: alphabetically by municipality

Confidentiality Status: confidential

Mode of Storage: file folders and cards

Retention Period: 6 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Theatres Division

File Name: Miscellaneous

File Objective: To provide a complete file re correspondence,
inspectors' reports

File Description: Inspection complaints, received and handled
Record of licences

File Size: 25

Key Identifier: filed under town or city, with information
under name of licensee

Confidentiality Status: inter-office confidential file

Mode of Storage: paper

Retention Period: two years current
five years maximum

Ministry/Agency: Ministry of Consumer and Commercial Relations
Theatres Division

File Name: Film Exchange Licence

File Objective: To provide a complete file re application
for licence

File Description: Correspondence relative to theatre operation

File Size: not available

Key Identifier: master index under name of city or town

Confidentiality Status: inter-office confidential file

Mode of Storage: paper

Retention Period: two years current
five years maximum

Ministry/Agency: Ministry of Consumer and Commercial Relations
Theatres ~~Division~~

File Name: Theatre Licences

File Objective: To provide a complete file re application
for licensee

File Description: Record of Licencee. Transfer of licence.
Inspection complaints received and handled.

File Size: 405

Key Identifier: filed alphabetically re theatre name

Confidentiality Status: inter-office confidential file

Mode of Storage: paper

Retention Period: two years current
five years maximum

Ministry/Agency: Ministry of Consumer and Commercial Relations
Theatres Division

File Name: Film Exchange Licences

File Objective: To provide a complete file re application
for licence

File Description: Correspondence relative to theatre operation

File Size: not available

Key Identifier: master index under name of city or town

Confidentiality Status: inter-office confidential file

Mode of Storage: paper

Retention Period: two years current
five years maximum

Ministry/Agency: Ministry of Consumer and Commercial Relations
Theatres Division

File Name: Advertising (General) (Adult)

File Objective: To provide a complete file on advertising
received and all correspondence relative
to same

File Description: All advertising pertinent to film submitted
for approval

File Size: 55

Key Identifier: theatre name

Confidentiality Status: inter-office confidential file

Mode of Storage: paper

Retention Period: two years current
five years maximum

Ministry/Agency:	Ministry of Consumer and Commercial Relations Theatres Division
File Name:	Advertising (Restricted)
File Objective:	To provide a complete file on all advertising received. Correspondence relative to same
File Description:	All advertising pertinent to film submitted for approval
File Size:	55
Key Identifier:	filed under name of film exchange
Confidentiality Status:	inter-office confidential file
Mode of Storage:	paper
Retention Period:	two years current five years maximum

Ministry/Agency: Ministry of Consumer and Commercial Relations
Theatres Division

File Name: Itinerant

File Objective: Correspondence

File Description: Inspectors' reports regarding complaints.
Record of licensee; reports relative to
licensee

File Size: 31

Key Identifier: filed under surname of licensee

Confidentiality Status: inter-office confidential file

Mode of Storage: paper

Retention Period: two years current, five years maximum

Ministry/Agency: Ministry of Consumer and Commercial Relations
Theatres Division

File Name: Film Records

File Objective: To provide a complete file re film name,
classification and copies paid for

File Description: Classification

File Size: 60,000

Key Identifier: title of film

Confidentiality Status: inter-office confidential files

Mode of Storage: cards - 5 x 8

Retention Period: permanent

Ministry/Agency: Ministry of Consumer and
Commercial Relations
Theatres Division

File Name: Projectionists

File Objective: To provide a complete file, from
apprenticeship through tenure of
employment in the trade

File Description: All pertinent data re the
licenced projectionists

File Size: 1,247

Key Identifier: rand visible card index

Confidentiality Status: inter-office confidential file

Mode of Storage: card index - 5 x 8

Retention Period: two years current, five years maximum

Ministry/Agency: Ministry of Consumer and Commercial Relations
Technical Standards Division
Energy Branch

File Name: Energy Files

File Objective: To record Technical data relating to the
licensing, registration and certification
required under the Energy Act and the
Gasoline Handling Act

File Description: 1) Application for and copies of licences,
registrations and certificates issued
2) Man/day inspection reports
3) Special appliances labels reports; and
4) Maps indicating routes of major oil and
natural gas transmission pipelines in
Ontario

File Size: 60,000

Key Identifier: name and number code

Confidentiality Status: classified

Mode of Storage: paper file, computer tape

Retention Period: 1,2,3,5 and 7 years (where applicable)

Ministry/Agency: Ministry of Consumer and Commercial Relations
Technical Standards Division
Upholstered and Stuffed Articles Branch

File Name: Upholstered and Stuffed Articles
Registration and Inspection Files

File Objective: To maintain and record the history of
registrations and inspections for each
renovator and manufacturer of upholstered
and stuffed articles selling in Ontario
in accordance with the Upholstered and
Stuffed Articles Act

File Description: Contains all or part of the following:

- 1) Initial and renewal applications for
registration
- 2) Copies of certificate of registration
- 3) Inspection and complaint reports
- 4) Approved list of off-sale items; and
- 5) Correspondence relating to the above

File Size: 6,250

Key Identifier: by district, alphabetically by company name

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Operating Engineers Branch

File Name: Tradesman's Masterfile (Monthly)

File Objective: This file records all operating engineers certified under the Operating Engineers Act, 1965, and Regulations. This file is the data base used for the billing and certificate issue on a 2-year by birth-date schedule. It also provides for operating statistics

File Description: Each record contains the tradesman's name, address, social insurance number, birth date, and all data pertinent to his certified standing, fee collection, expiry dates and certificate issuing.

File Size: 39,000 records of 264 characters each

Key Identifier: tradesman's name, social insurance number,
trade code

Confidentiality Status: discretion of branch head

Mode of Storage: magnetic tape and microfilm (C.O.M.)

Retention Period: 3 generations for magnetic tape
1 year for C.O.M.

Ministry/Agency: Ministry of Consumer and Commercial Relations
Operating Engineers Branch

File Name: Tradesman's Masterfile (Weekly Billing)

File Objective: This file contains records for all engineers that have outstanding billings. These records correspond to those on the monthly masterfile

File Description: Each record contains the tradesman's name, address, social insurance number, birth date, and all data pertinent to his certified standing, fee collection, expiry dates and certificate issuing

File Size: 3,000 records of 264 characters each

Key Identifier: tradesman's name, social insurance number,
trade code

Confidentiality Status: discretion of branch head

Mode of Storage: magnetic tape and microfilm (C.O.M.)

Retention Period: 3 generations for magnetic tape
1 year for C.O.M.

Ministry/Agency: Ministry of Consumer and Commercial Relations
Energy Branch

File Name: Tradesman's Masterfile

File Objective: This file records all tradesmen certified under the Energy Act, 1971, and Regulations. This file is the data base for the billing and issuing of certificates of qualification. It also provides for operating statistics.

File Description: Each record contains the tradesman's name, address, social insurance number, birth date, and all data pertinent to his certified standing, fee collection, expiry dates and certificate issuing

File Size: 20,000 records of 282 characters each

Key Identifier: tradesman's name, social insurance number,
trade code

Confidentiality Status: discretion of branch head

Mode of Storage: magnetic tape and microfilm (C.O.M.)

Retention Period: 3 generations for magnetic tape
1 year for C.O.M.

Ministry/Agency: Ministry of Consumer and Commercial Relations
Business Practices Division
Pyramid Schemes

File Name: Pyramid Schemes - Prospectus and Complaints

File Objective: To maintain:
1) a record of prospectuses filed by
pyramid scheme promoters
2) a record of complaints against
pyramid promoters

File Description: Contains all or part of the following:
1) usual applications for a certificate
of acceptance under the Pyramidal Sales
Act
2) copies of the accepted prospectus, Parts
A, B and C
3) complaints

File Size: 100

Key Identifier: alphabetically by company name

Confidentiality Status: parts A and B of the prospectus are
public. parts C of the prospectus and
all other material is confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Business Practices Division
Paperback and Periodical Distributors

File Name: Paperback and Periodical Distributors
Registration Files

File Objective: To maintain and record the history of
registrations for distributors of
Paperbacks and Periodicals in accordance
with the Paperback and Periodical Distributors
Act, 1971

File Description: Contains all or part of the following:
1) Initial and renewal applications for
registration
2) Copies of certificates of registration
and renewal certificates
3) Correspondence relating to above

File Size: 100

Key Identifier: alphabetically by company name

Confidentiality Status: confidential

Mode of Storage: metal cabinet within division

Retention Period: minimum 5 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Property Rights Division
Legal Surveys Branch

File Name: Boundaries Act Plan Examination Files

File Objective: To process and record the examination of every plan of survey prepared under the Boundaries Act

File Description: Contains all our part of the following:

- 1) Correspondence and plans submitted by Ontario Land Surveyors for examination
- 2) Print-outs of mathematical verification
- 3) Field notes and photographs resulting from Field Examinations
- 4) Correspondence with submitting surveyor, Property Law Branch, Land Registrars, Solicitors and surveyors clients or property owners as required

File Size: 250

Key Identifier: by consecutive file number

Confidentiality Status: confidential

Mode of Storage: not available

Retention Period: 20 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Property Rights Division
Legal Surveys Branch

File Name: Plan Examination Files

File Objective: To process and record the examination of every plan of survey entering the Land Titles Registration System or such plans under the Registry Act or other Acts as referred to this Branch

Specific statutes providing for plan examination: Land Titles Act, Registry Act, Condominium Act, Certification of Titles Act

File Description: Contains all or part of the following:

- 1) Correspondence and plans submitted by Ontario Land Surveyors for examination
- 2) Print-outs of mathematical verification
- 3) Field notes and photographs resulting from Field Examinations
- 4) Correspondence with submitting surveyor, Property Law Branch, Land Registrars, Solicitors and surveyors' clients or property owners as required

File Size: 26,000

Key Identifier: by consecutive file number as allocated by local or central examining office

Confidentiality Status: confidential

Mode of Storage: file folders

Retention Period: 10 years

Ministry/Agency: Ministry of Consumer and Commercial Relations
Liquor Licence Board of Ontario

File Name: Licensed Establishment

File Objective: To maintain a running record of the operation
of a particular licensed establishment

File Description: Contains: 1) initial and renewal applications
2) copies of licences issued
3) inspection reports of operation
4) financial statements
5) correspondence concerning any or
all of the above matters

File Size: 4,100

Key Identifier: by municipality, alphabetically

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: not available

Ministry/Agency: Ministry of Consumer and Commercial Relations
Liquor Control Board of Ontario

File Name: Consolidated Sales Reports

File Objective: To act as reference for the warehousing
and merchandising of alcoholic beverages
under the Liquor Control Act

File Description: Working papers.
Financial analysis of daily sales for stores.
Regulations relating to sales.

File Size: 12,000

Key Identifier: numerically by store or district

Confidentiality Status: confidential

Mode of Storage: paper

Retention Period: minimum 6 years

Ministry/Agency: Ministry of Consumer and Commercial
Relations
Cemeteries Branch

File Name: Cemetery Administration

File Objective: The Branch maintains a file on
each cemetery in Ontario

File Description: Each file contains correspondence and
information relating to the operator's
compliance with the requirements of
The Cemeteries Act, R.S.O., 1970,
Chapter 57

File Size: the filing system contains some 3800 files

Key Identifier: filed by county, district and municipality

Confidentiality Status: confidential as to correspondence and
financial returns. We will advise lot
owners in matters that are or should be
public knowledge, e.g. rates for lot, graves
and service charges, cemetery rules, etc.

Mode of Storage: file cabinets - card index reference

Retention Period: correspondence 10 years - filings, returns,
approvals, etc. indefinitely

Ministry/Agency: Ministry of Consumer and Commercial Relations
Insurance Division
Motor Vehicle Accident Claims Branch

File Name: Claims
Judgment Files
Hit-and-Run

File Objective: To maintain a record of the documentation confirming payments from the Accident Claims Fund to victims of accident involving uninsured owners/drivers made in accordance with the statutes of the Motor Vehicle Accident Claims Act.
To maintain particulars of Defendants showing what action taken to obtain recovery of funds paid from Fund.

File Description: Contains all or part of the following documents:

- 1) Writ of Summons
- 2) Affidavit of Services
- 3) Statement of Claim
- 4) Notice of Default
- 5) Appearance
- 6) Minutes of Settlement
- 7) Judgment
- 8) Certification as to Costs
- 9) Insurance Data
- 10) Application
- 11) Proposal for Settlement
- 12) Release and Discharge
- 13) Settlement Agreement
- 14) Correspondence relating to the action

File Size: 40,000

Key Identifier: by file number

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: one year after recovery of all funds paid from fund

Ministry/Agency: Ministry of Consumer and Commercial Relations
Ontario Racing Commission

File Name: All participants in horse racing in Ontario

File Objective: To maintain and record the history of all
active participants in racing in Ontario

File Description: Contains all or part of the following:

- 1) Initial and renewal applications for licenses
- 2) Any rulings against licensees by the Commission or other governing bodies of racing
- 3) Fingerprints and record of licensee, if any
- 4) Jockey silks - colours of same

File Size: 20,000

Key Identifier: licensees' names alphabetically

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: inactive files of 5 years or longer
are destroyed

Ministry/Agency: Ministry of Consumer and Commercial Relations
The Pension Commission of Ontario Branch

File Name: The Pension Commission of Ontario

File Objective: To assist in the preservation of pension
benefit entitlements

To improve the quality and administration
of pension plans

To develop and recommend policies for the
Pension Commission and to direct, co-ordinate
and manage its resources

File Description: Contains all or part of the following:

- 1) Initial and renewal applications
for registration
- 2) Copies of certificate of registration
- 3) Plan documents
- 4) Actuarial reports and
- 5) Correspondence relating to the above

File Size: 13,000

Key Identifier: by registration number, alphabetically
by company name

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: permanent

Ministry/Agency: Ministry of Correctional Services
Administrative and Financial
Services Division
Administrative Services Branch

File Name: Annual Report Statistics - Adult
Records

File Objective: To provide data for the preparation
of the ministerial annual report
which provides statistics to
ministry staff for policy planning,
resource deployment, etc.

File Description: This file contains data on the
number of adult persons committed
to the ministry's care classified
as to age, sex, crimes, sentences,
previous convictions, education and
marital status, etc.

File Size: 64

Key Identifier: institution name - inmate number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Correctional Services
Juvenile Division
Training Schools

File Name: Annual Report Statistics - Training
Schools

File Objective: To provide data for the ministerial
annual report

To produce statistics for policy
planning, resource deployment, etc.

File Description: This file contains data on the number
of juvenile persons admitted to the
ministry's care (training schools)
as to age, geographical location,
previous court appearances, case
disposition, education, etc.

File Size: 13

Key Identifier: ward number assigned at reception
centres

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Correctional Services
Adult Probation & Parole Branch and/or
Juvenile Probation and After Care

File Name: Form 5 - Statistical Return

File Objective: To provide data on the quantity of work carried out by probation officers to assist the area supervisor to reallocate cases, control the quantity and assist the quality of work of probation officers

To assist area supervisors to prepare their area planning and operational costs and budgeting needs

To enable Head Office to plan and estimate budgets and to produce an annual report for the Minister

File Description: This file contains data from case registers, reporting registers, matrimonial registers, field note books, travel logs, etc. on numbers of clients by gender and age groups and quantity of work carried out

File Size: not available

Key Identifier: yes - not specified

Confidentiality Status: strictly confidential until
released by the government

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Correctional Services
Administrative Services Branch

File Name: Daily Population - Inmate Records

File Objective: To provide data for the preparation
of weekly detailed count summaries
and of the monthly count summaries
which are distributed throughout
Main Office

File Description: This file contains a compilation of
actual institution counts (Jails,
Reformatories, and Training Schools)
plus the number of persons in the
community under supervision

File Size: 64 jails, 18 reformatories, 13 training
schools; total 95

Key Identifier: institution name

Confidentiality Status: confidential within ministry and
government

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Correctional Services
Adult Probation & Parole Branch and/or
Juvenile Probation & After Care

File Name: Form 3B - Matrimonial Counselling Register

File Objective: To record the names of persons receiving
matrimonial counselling, the dates of all
interviews, the determination of the case
and reason

File Description: This file contains data on names of
spouses, new or re-opened case and date,
dates of interviews, date of closing and
reason for closing, i.e. reconciled, etc.

File Size: not available

Key Identifier: probation officer name

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely - selective sampling kept
for research by arrangement of Archivist
of Ontario

Ministry/Agency: Ministry of Correctional Services
Adult Probation & Parole Branch and/or
Juvenile Probation & After Care

File Name: Form No. 3 - Case Register

File Objective: To register pertinent identifying data concerning all probationers placed under the supervision of a specific office located within a specific county and serving specific courts

To provide data on cases brought forward at the beginning of a year, on those discharged during the year and on those current at the end of the year

File Description: This file contains data on the names of probationers, age, offence, order under provisions of, period of supervision, status at closing, i.e. with sentence, without sentence, unknown

File Size: not available

Key Identifier: officer name

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely - selective sample is retained for research by arrangement of Archivist of Ontario

Ministry/Agency: Ministry of Education
School Business and Finance Branch
Grants Services Section

File Name: Annual Financial Statements and
Schedules

File Objective: To provide data -
a) for estimating and verifying board
expenditures and calculating
provincial grants to school boards
b) for reports to Treasury and Economics
c) for estimates of capital needs
d) for planning and forecasting, in part,
by computer simulation

File Description: This file contains school board annual
Financial Statements, Schedules and
other related data

File Size: approximately 220 boards

Key Identifier: MIDENT

Confidentiality Status: not confidential within branch,
confidential within ministry and government
individual reports of board usually released

Mode of Storage: only by the board itself
paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Education
School Business and Finance Branch
Grants Services Section

File Name: Annual School Board Estimates (Large and
Isolate Boards)

File Objective: a) for interim payment of grants
b) for planning and forecasting, in part,
by computer simulation

File Description: This file contains annual estimates of
ordinary and capital expenditures, form
G50-A for large board, and form G50 for
isolate boards

File Size: approximately 220 school boards

Key Identifier: MIDENT

Confidentiality Status: original documents confidential, however,
data is made available to all boards on a computer
printout when all estimates have been received

Mode of Storage: paper file, computer tape

Retention Period: current plus one year

Ministry/Agency: Ministry of Education
Curriculum Development Branch

File Name: Approval for Innovative Courses
(Form MA 130)

File Objective: Operational record used to analyze provincial educational trends; also serves as proof to the ministry that certain courses have been approved for use in local schools

File Description: Contains originals and copies of correspondence involving the Regional Directors, School Boards, and the Branch, relating to the submission of courses developed by teachers for approval. Attached to the requests for approval are detailed course outlines. Ministry support work such as reports and recommendations by Educational Officers in the Curriculum Development Branch may also be included.

File Size: correspondence with 220 boards

Key Identifier: alpha by school board

Confidentiality Status: confidential within government publication
left to board concerned

Mode of Storage: paper file

Retention Period: 9 years

Ministry/Agency: Ministry of Education
Curriculum Development Branch

File Name: "Circular 15: Canadian Curriculum Materials"

File Objective: To provide Ontario teachers with a guide
to learning material of Canadian author-
ship and manufacture

File Description: File describes books, films and other
educational media in the following matter:

- title, author(s), edition, publisher
and date
- type (book, film, film loop, etc.)
- size (book, number of pages, 16mm,
running time, whether black or white
or colour

File Size: over 2,000 entries

Key Identifier: cross indexed by title, author, publisher,
date and by subject matter

Confidentiality Status: not restricted

Mode of Storage: computer tape and annual publication

Retention Period: not stated

Ministry/Agency: Ministry of Education
Curriculum Development Branch

File Name: Curriculum Guideline Development
(Form MA 120)

File Objective: Operational record used for local
administrative value and for
reference at the time of the
cyclical review

File Description: Correspondence between the branch,
regional offices and school boards
regarding the development of
Curriculum Guidelines which will be
used by teachers to base a course of
study

Reports and copies of reports by
Guideline Committees may also be
included

File Size: correspondence with 220 boards

Key Identifier: alpha by subject within groups

Confidentiality Status: confidential within government
publication left to board concerned

Mode of Storage: paper file

Retention Period: 6 years

Ministry/Agency: Ministry of Education
Curriculum Development Branch

File Name: Curriculum Statistics - Secondary Schools

File Objective: To determine the supply and demand for courses
in one of the two official languages for
planning purposes

File Description: Provides statistics by language of
instruction (English or French) on number
of 1) classes, 2) credit value, 3) hours
per day and 4) students

Data are aggregated from the school level
to board, municipality, county or district,
regional and finally provincial levels

File Size: variable size with maximum of 87,780 entries

Key Identifier: mident

Confidentiality Status: subject to official release

Mode of Storage: computer tape

Retention Period: updated annually

Ministry/Agency: Ministry of Education
School Business and Finance Branch
Architectural Services Section

File Name: Legislative Grant Approvals for
School Construction

File Objective: To provide data with respect to school
building projects approved for grant
purposes. To provide data to Ontario
Municipal Board and the Ontario Fire
Marshal

File Description: This file contains data on tentative
approval cost and applicable grants,
pupil loading, net functional floor
area, accommodation units, sketch plans,
working drawings, description of space,
allocation to general or vocational
education and cost of furniture and
equipment

File Size: all new projects approved since 1965.
volume is 221 elementary and 67 secondary
in 1972

Key Identifier: name of school and board and project number

Confidentiality Status: confidential within government.
publication left to board concerned

Mode of Storage: paper file

Retention Period: life to building plus three years

Ministry/Agency: Ministry of Education
Education Data Processing Branch
Systems Development

File Name: Master Identification File MIDENT

File Objective: Designed for control of and access to major fields of education data in Ontario by co-ordinating all computer reference to schools and boards. (Some of the major users are Regional Offices, School Business and Finance, Planning and Research and the Education Data Processing Branches. The latter uses it for its data processing services to boards).

Provides address file and circulation list for Ministries, under the responsibility of Management Services Branch

To provide a means of identification which is an inter-related numbering system for units of public and private elementary and secondary education in Ontario

Provides the means by which data from major forms can be systematically aggregated and disaggregated

File Description: This file contains descriptive information such as type of school, type of board and type of municipality

File Size: approximately 5,000 schools

Key Identifier: not available

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely from 1966

Ministry/Agency: Ministry of Education
Education Records Branch

File Name: Ontario Grade 13 Registration File
(individual and candidate grade 13
final marks)

File Objective: To provide data for a summary in
Minister's Report

File Description: This file contains Ontario Grade 13
registration forms (individual) and
candidate Grade 13 final marks

File Size: 66,000

Key Identifier: S.I.N. #, name, address, etc. also MIDENT

Confidentiality Status: ~~confidential~~

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Education, Provincial Schools Branch
Correspondence Courses Services, 1152
Bay Street

File Name: Policies and Procedures
Correspondence Courses Services

File Objective: To provide a complete statement of policy
decisions which determine the service to
the available and to whom

To provide an outline of the procedures
to be followed

File Description: Statements of policy on eligibility of
applicants -- day school students,
Armed Forces Services, sick and remote,
etc.

Statements on procedures for the operation
of the service

File Size: not available

Key Identifier: colour coded and by name

Confidentiality Status: within government

Mode of Storage: paper file

Retention Period: indefinitely -- regular update

Ministry/Agency: Ministry of Education
School Business and Finance Branch
Architectural Services Section

File Name: School Accommodation Inventory

File Objective: To identify the accommodation in
each school in Ontario

File Description: Contains a description of all eligible
spaces used for instructional purposes
within a school

File Size: all elementary and secondary schools in
Ontario (approximately 4,500 in number)

Key Identifier: MIDENT

Confidentiality Status: NIL

Mode of Storage: computer tape

Retention Period: life of building plus three years

Ministry/Agency: Ministry of Education
Planning and Research Branch
Statistics Section

File Name: September School reports - Elementary,
Secondary and Private Schools

File Objective: To provide data for analysis in tables
published in Minister's Reports and also
utilized for detailed printouts by school
within board, education region, municipality
and county, district, or regional municipality

File Description: This file contains:
1) Balance sheet of enrolment
2) Balance sheet of teaching staff
3) Numbers of English speaking students
receiving instruction in French
4) Number of French speaking students
receiving instruction with French as
a medium of communication
5) Special equipment
6) Enrolment by grade and sex, by age and
sex
7) Special facilities or accommodation and
tabulation of pupil retirement to replace
individual pupil retirement forms
8) In addition for private schools 1) form of
control 2) church or religion 3) enrolment
by province or country of origin

File Size: 5,000

Key Identifier: MIDENT

Confidentiality Status: little restriction; school detail for
outside personnel is subject to official sanction

Mode of Storage: computer tape

Retention Period: indefinitely from 1965

Ministry/Agency: Education, Provincial Schools Branch
Correspondence Courses Services, 1152
Bay Street

File Name: Student Files
Correspondence Courses Services

File Objective: Maintain record of students' activities
with Correspondence Courses

File Description: Transcripts; correspondence; tests;
application forms; statements of
completion

File Size: 200,000

Key Identifier: alphabetical by student name

Confidentiality Status: available to student, otherwise
strictly controlled

Mode of Storage: paper file

Retention Period: indefinitely retained record

Ministry/Agency: Ministry of Education
Curriculum Development Branch

File Name: Student Guidance Information Service

File Objective: Information retrievals on careers and
educational planning for secondary
students

File Description: Four main records on

- 1) careers and occupations post-secondary
- 2) institutions
- 3) courses and programs within institutions
- 4) all persons wishing current data on
their requests

File Size: approximately 7,000 careers, and as complete
as possible coverage of courses and programs
of approximately 75 institutions

Key Identifier: alpha-numeric code

Confidentiality Status: the student portion of the file is
confidential within the ministry

Mode of Storage: computer disc packs

Retention Period: the data on institutions, courses and program,
is continuously updated while student data is
destroyed at the end of each school year

Ministry/Agency: Ministry of Education
Education Records Branch

File Name: Teacher Certification File

File Objective: To provide data to answer professional
enquiries, eg. board inquiry, re:
qualifications of teacher candidate

File Description: This file contains data on identification,
academic qualifications, and position of
those holding teaching certificates

File Size: 75,000

Key Identifier: S.I.N., name, date of birth, address, etc.

Confidentiality Status: confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Education
Curriculum Development Branch

File Name: Textbook Permissions

File Objective: Operational record used for local administrative value and in case of queries from Ministerial personnel, such as Regional Directors, as to whether permission to use certain textbook (s) has been granted

File Description: Correspondence involving the Branch, Regional Offices and School Boards regarding the use of textbooks in local schools. These textbooks are not listed in the Approved Ministerial Textbook list "Circular 14" and the requests to use these books usually have attached the innovative course outline they are to be used with

File Size: correspondence with 220 boards

Key Identifier: alpha by School Board

Confidentiality Status: confidential within government
publication left to board concerned

Mode of Storage: paper file

Retention Period: 8 years

Ministry/Agency: Ministry of the Environment
Air Management Branch

File Name: Air Quality and Meteorology Data

File Objective: To provide data to determine air
pollutant levels

File Description: This file contains data on the levels of
air pollutants measured by a network of
stations and meteorological data from
several instrumental towers

File Size: over 500 instruments

Key Identifier: type of pollutant, station number and time

Confidentiality Status: not confidential within Branch or
Ministry, confidential within government

Mode of Storage: computer tape

Retention Period: indefinitely

H2

Ministry/Agency: Ministry of the Environment
Air Management Branch

File Name: Diesel Smoke Violations

File Objective: To keep a record about consistent violators
for the purpose of laying charges in court;
general follow-up of frequency of violations

File Description: This file contains reports about diesel
smoke violations (excessive smoke from
diesel trucks and buses)

File Size: 3,400

Key Identifier: truck owners

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of the Environment
Air Management Branch

File Name: Emission Inventory - Air Pollutants

File Objective: To provide rapid access to Air Management
facts for staff of the 'Air Management Branch'

To provide input to 'Ontario Air Quality
Simulation Models'

File Description: This file contains information on air pollutant
emission or information used to estimate
pollutant emissions for industries, commercial
and public buildings, automotive, ships,
railroads, residents, apartments

File Size: 15,000

Key Identifier: UTM Grid location and Entry number

Confidentiality Status: strictly confidential

Mode of Storage: punch card, computer tape

Retention Period: continually updated

H4

Ministry/Agency: Ministry of the Environment
Air Management Branch

File Name: Exhaust Emissions from Cars

File Objective: To find out efficiency of control systems
To compare control and pre-controlled cars
To provide general information for new
legislation

File Description: This file contains exhaust emission test
results of cars

File Size: 20,900

Key Identifier: i) model year ii) manufacturer iii) engine
displacement

Confidentiality Status: strictly confidential.

Mode of Storage: paper file, log book

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Air Management Branch

File Name: Vegetation Samples - Chemical Analysis

File Objective: To provide data on vegetation to be used in conjunction with air sampling records to determine the quality of the air and its effects on vegetation in an area of concern

File Description: This file contains the results of analysis of vegetation for concentrations of various chemical constituents resulting from the action of air pollutants

File Size: 200

Key Identifier: none

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Laboratory Branch - Chemical and
Bacteriological Results
Water Quality Branch - Biological Results

File Name: Analytical Chemical, Bacteriological
and Biological Results File

File Objective: To provide data for future reference

File Description: Contains current and past chemical,
bacteriological and biological results
produced by the division

File Size: .5 million sample records

Key Identifier: a) laboratory assigned numbers
b) geographical location

Confidentiality Status: results pertaining to unreleased reports.
are confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Quantity Management Branch
Water Resources Division
Water and Well Management Section

File Name: Annual Records of Water Taking

File Objective: To provide data for water use
and availability studies

File Description: Contains records of actual rates
and amounts of water taking by
holders of permits to take water
(in excess of 10,000 G.P.D.)

File Size: 6000

Key Identifier: permit number and water shed

Confidentiality Status: confidential within the Ministry

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems and E.D.P.

File Name: Current Meter

File Objective: To provide data for statistical reports
on water movement and in developing
water movement models

File Description: Contains readings of currents,
temperature and direction for
a particular location within
a 10 minute interval

File Size: 52,000

Key Identifier: none

Confidentiality Status: confidential within Government

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems and E.D.P.

File Name: Daily Flows - Rivers and Streams in
Ontario

File Objective: To provide data for water quantity
evaluation

File Description: Contains data on flow values for
rivers and streams in Ontario

File Size: 40,000

Key Identifier: station number

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

H10

Ministry/Agency: Ministry of the Environment
Legal Services Branch

File Name: "Enforcement - Ontario Water Resources Act"

File Objective: To provide data to answer inquiries
To assess workloads of legal offices

File Description: Contains enforcement action taken under the
Ontario Water Resources Act including
prosecutions and administrative orders

File Size: 50 per annum

Key Identifier: name of company or individuals, number of
convictions, dates of administration

Confidentiality Status: not confidential - statistics are sparingly
examined before release to public to avoid misinterpretation of
their significance

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Project Operations Branch

File Name: Equipment Maintenance

File Objective: To provide data for an inventory
and evaluation of equipment

File Description: Contains data on the description
of equipment, time and materials
used in repairs

File Size: 2000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

H12

Ministry/Agency: Ministry of the Environment
Financial Services Branch

File Name: Financial Control

File Objective: To provide financial information to the
lowest level of common object within a
post-audit financial environment

File Description: Contains the budgetary, commitment and
expenditure sides of the Ministry's
financial operations and encompasses
ordinary, operating (operation of water
and sewage treatment works) and capital
(development and construction of water
and sewage treatment works) financial
activity

File Size: 500 organization units, 100 common objects;
150,000 transactions per year

Key Identifier: organization unit, common object

Confidentiality Status: confidential within the ministry

Mode of Storage: magnetic tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Laboratory Branch

File Name: Laboratory Performance

File Objective: Provides information for projecting future analytical services

Used as indicators of work output for the various ministry laboratories

Provides information on type of analyses being requested and sample sources

Provides information on test results

File Description: Contains data on the number, type and source of samples received, the type of tests requested, the specific laboratory locations where tests are performed and the test results obtained

File Size: In excess of 1,000,000 records with an anticipated growth rate of approximately 100,000 records/year

Key Identifier: a) sample number b) type of test

Confidentiality Status: not confidential within the government

Mode of Storage: paper file

Retention Period: indefinitely

H14

Ministry/Agency: Ministry of the Environment
Water Quantity Management Branch
Water Resources Division
Water and Well Management Section

File Name: Permit to Take Water

File Objective: To provide data to assist in regulating
the taking of water in the province

File Description: Contains applications for permits and
permits issued for the taking of water
in accordance with the regulations

File Size: 6000 [4000 current permits
2000 expired and/or invalid permits

Key Identifier: name of applicant

Confidentiality Status: confidential within the ministry

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Project Operations Branch

File Name: Plant Performance - Water,
sewage, etc.

File Objective: To provide data for evaluation
of adequacy of existing facilities
and of process equipment and design
criteria in new projects

File Description: Contains process data from water
and sewage treatment installations

File Size: 200

Key Identifier: none

Confidentiality Status: not confidential within the government

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems and E.D.P.

File Name: Project Equipment, inventory and
maintenance/evaluation file

File Objective: To provide an inventory of
commission projects, equipment
items, manufacturers and suppliers

To facilitate the retrieval of
information relating to the
performance of items of equipment

File Description: Contains records of the items of
equipment associated with commission
water and sewage treatment facilities
including information relating to the
acquisition and performance of this
equipment

(pending)

File Size: not available

Key Identifier: project, equipment, equipment
manufacturer and equipment supplier
identification

Confidentiality Status: confidential within the Ministry

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems and E.D.P.

File Name: Project Services File - Water and Sewage
Treatment Facilities

File Objective: To provide an inventory of and to facilitate
the retrieval of information relating to the
timing, cost and performance of outside
services associated with the design and
construction of projects

File Description: Contains records of agencies (consultants,
contractors, bonding companies), including
time, cost and performance information,
involved in the design and construction of
commission water and sewage treatment projects

File Size: 2400

Key Identifier: project, agency and job identification

Confidentiality Status: confidential within ministry

Mode of Storage: computer tape

Retention Period: indefinitely

H18

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems & E.D.P.

File Name: Water Quality Meter Readings

File Objective: To provide data for a series of programs
for statistical analyses of water quality
parameters and for development of models
for the water environment

File Description: Contains data on hourly readings of
temperature, depth, dissolved oxygen,
suspended solids, pH, and conductivity
of water in given locations

File Size: 6,000

Key Identifier: none

Confidentiality Status: confidential within the government

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems and EDP

File Name: Water Quality Parameter Description File

File Objective: To provide a support file for the Water
Quality Sample Master File

To provide additional information for
parameters that are identified only by
parameter code on the master file

File Description: Contains records describing one water quality
parameter including references where detailed
procedures for its measurement are found and
the dates these procedures are in effect

File Size: 100

Key Identifier: parameter code

Confidentiality Status: non confidential within the government

Mode of Storage: computer disc

Retention Period: indefinitely

H20

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems & EDP

File Name: Water Quality Sample Master File

File Objective: To provide analyses of water samples as
part of the Ministry's water management
program

File Description: Contains records with identification, location,
time, parameters tested and result data for
water samples from lakes and rivers

File Size: 150,000

Key Identifier: 1) time 2) location 3) agency sampling

Confidentiality Status: not confidential within the government

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems and E.D.P.

File Name: Water Quality Station Descriptions File

File Objective: To provide a support file for the
Water Quality Sample Master File

To provide data for control of
retrieval from the master file

File Description: Contains records for each sampling
station with respect to location,
station type and agency setting up
the station

File Size: 5,000

Key Identifier: river basin or body of water
station type, station number

Confidentiality Status: not confidential within government

Mode of Storage: computer disc

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems & EDP

File Name: Well Record (water)

File Objective: To provide data on the location, extent
and yield of water bearing formations in
Ontario

File Description: Contains records of all water wells drilled
by drilling contractors in Ontario since 1947

- a) records indicate location of well, ownership,
depth, formations encountered during drilling,
construction data screens, casings used, etc.

File Size: 180,000 records to the end of 1973
increase annually by 10,000

Key Identifier: five digit municipal code for location of well

Confidentiality Status: not confidential within the government

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Private Waste & Water Management Branch

File Name: Cottage Pollution Survey Master File

File Objective: To provide assessment and control
information on cottages and permanent
residents in recreational lake and river
areas of the province pertaining to
sources and disposal methods for waste

File Description: location information
identification information
cottage description
waste description
waste method description
follow-up action description

File Size: 15,000

Key Identifier: survey form identification number

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pesticide Control Service

File Name: Poison Control Information
(Electronic File System)

File Objective: Data for use in emergency situations,
illness or death caused by accidental
treatment

Provide data for preventative treatment

File Description: Contains information on chemical
composition, toxicity, first aid
and antidotes

File Size: not available

Key Identifier: generic, chemical or common name
(filed alphabetically)

Confidentiality Status: not confidential

Mode of Storage: card system

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pesticide Control Service

File Name: Licensed Pesticides Exterminators

File Objective: To provide information on all
licensed pesticides exterminators
in the Province of Ontario

To provide data for investigations
regarding complaints received from
the public

To control the use of pesticides by
licensed personnel

File Description: Contains information on all licensed
operators and exterminators in the
Province of Ontario

File Size: not available

Key Identifier: different colour of cards for different
classes of licences

Confidentiality Status: not confidential

Mode of Storage: card wheel - double

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pesticide Control Service

File Name: Permits for using DDT, Herbicides and
Group A Substances

File Objective: To provide data for control of
pesticides and herbicides

File Description: Contains
1) permits issued by pesticide
control service for use of DDT
on tobacco, apples, carrots,
onions, etc.
2) permits for use of a hormone type
herbicide by an airborne machine
3) permits for use of gases in
fumigation

File Size: not available

Key Identifier: none

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 3 years

Ministry/Agency: Ministry of the Environment
Pesticides Control Service

File Name: Licensed Pesticide Vendors

File Objective: To provide information on all licensed
Pesticide Vendors in the Province of
Ontario

To provide data for investigations
regarding complaints received from
the public

To control the sale of pesticides by
licensed personnel

File Description: Contains information on all licensed
Pesticide Vendors in the Province of
Ontario

File Size: not available

Key Identifier: covering letter in numerical and
alphabetical sequence

Confidentiality Status: not confidential

Mode of Storage: binders

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pesticide Control Service

File Name: Registered Custom Sprayers

File Objective: To provide information on the
spraying done on land used for
animal and plant production

File Description: Contains data on registered
custom sprayers in Ontario

File Size: not available

Key Identifier: none

Confidentiality Status: confidential

Mode of Storage: ~~not~~ available

Retention Period: indefinitely

Ministry/Agency:	Ministry of the Environment Pesticide Control Service
File Name:	Technical Information Files (Pesticides)
File Objective:	To provide data to advise the management and high government officials on the status of any particular chemical, i.e. chemical composition, toxicity, formulations and rises
File Description:	Contains technical information of pesticides products, sold, distributed and used in Canada, U.S.A., England and other countries
File Size:	not available
Key Identifier:	chemical nomenclature
Confidentiality Status:	confidential
Mode of Storage:	paper file
Retention Period:	indefinitely

H30

Ministry/Agency: Ministry of the Environment
Air Management Branch

File Name: Staff Action System

File Objective: To maintain information on Air Management
Branch staff activities

To reproduce this information for management
review

File Description: This file contains source identification data,
records of complaints processed and inspections
carried out by abatement personnel. Other data
is accumulated regarding equipment approval
and abatement handling of problem sources

File Size: 12,000 records of 100 bytes

Key Identifier: street address

Confidentiality Status: strictly confidential

Mode of Storage: cards, tape

Retention Period: continually updated

Ministry/Agency: Ministry of the Environment
Water Quantity Branch

File Name: Hydrologic Data Master File

File Objective: To record hydrologic parameter data for
such parameters as snowfall, rainfall,
evaporation, streamflow, etc.

File Description: - hydrologic station identification number
- time of recording
- parameter code
- parameter value
- etc.

File Size: 30,000

Key Identifier: station number

Confidentiality Status: non-confidential

Mode of Storage: computer medium .

Retention Period: indefinitely

H32

Ministry/Agency: Ministry of the Environment
Water Quantity Branch

File Name: Water Well Municipal File

File Objective: To provide names of municipalities
corresponding to municipal codes

File Description: Municipal code
Municipal name and classification
County name

File Size: 1,500

Key Identifier: municipal code

Confidentiality Status: non-confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Quantity Branch

File Name: Water Well Drillers File

File Objective: To provide names and addresses of water
well drillers corresponding to numeric
codes

File Description: Driller code
Driller name
Driller address

File Size: 3,000

Key Identifier: driller code

Confidentiality Status: non confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

H34

Ministry/Agency: Ministry of the Environment
Industrial Waste Branch

File Name: Industry Descriptor File

File Objective: To identify, locate and give some prime
information on type of plant, etc.

File Description: plant identification
municipality
location codes
industry classification
etc.

File Size: 200 to start with in 1973; 1000 in 1974

Key Identifier: company/plant number

Confidentiality Status: not available

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Industrial Wastes Branch

File Name: Monitoring Results Summary File

File Objective: To record effluent sample results from
company discharge points to receiving
waters

File Description: company/plant/control point identification
concentrations and loading levels limits
time information
actual concentrations and loadings

File Size: 50,000 + a year to start

Key Identifier: company/plant/control point number

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

H36

Ministry/Agency: Ministry of the Environment
Industrial Waste Branch

File Name: Control Point Descriptor File

File Objective: To identify, locate and give some other
prime data on company discharge points
to receiving waters

File Description: company/plant identification
control point identification
sampling period
location codes
etc.

File Size: 1000 to start with in 1973

Key Identifier: company, plant, control point number

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Supply and Pollution Control Division
Sanitary Engineering Branch

File Name: Treatment Works Descriptor File

File Objective: To provide information on water and
sewage plants with respect to identification,
location and prime characteristics

File Description: works identification and name
location codes
types and capacities

File Size: 800

Key Identifier: works number

Confidentiality Status: non confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

H38

Ministry/Agency: Ministry of the Environment
Water Supply & Pollution Control Division
Sanitary Engineering Branch

File Name: Treatment Works Planning File

File Objective: To provide information on works
requirements and associated monies
over a multi-year period

File Description: works code
problems
requirements codes
planned capital expenditures per
year for 5 year period

File Size: 800

Key Identifier: works code

Confidentiality Status: confidential

Mode of Storage: computer tape & disc

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Supply & Pollution Control Division
Sanitary Engineering Branch

File Name: Treatment Works Development File

File Objective: To provide information on project steps
with respect to scheduled and actual
completion dates

File Description: work code
project number
step codes
scheduled and actual dates

File Size: 300

Key Identifier: works code

Confidentiality Status: confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

H40

Ministry/Agency: Ministry of the Environment
Water Supply & Pollution Control Division
Sanitary Engineering Branch

File Name: Treatment Works Contract Services File

File Objective: To record planned and actual times and monies spent by various consultants, contractors and bonders on various types of jobs associated with the development of water and sewage works, etc.

File Description: project identification
location codes
consultant/contractor identification
dates planned and actual
job type codes
monies planned and actual

File Size: 3,000

Key Identifier: project

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Waste Management Branch

File Name: Derelict Motor Vehicle Survey Master File

File Objective: To provide assessment and control information
pertaining to Derelict Motor Vehicles

File Description: site identification
date
type of area
type of derelict motor vehicle
situation encountered

File Size: 10,000

Key Identifier: site identification/survey form number

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

H42

Ministry/Agency: Ministry of the Environment
Waste Management Branch

File Name: Litter Survey Master File

File Objective: To provide assessment and control
information pertaining to litter

File Description: site identification
type of area
type of litter encountered

File Size: 10,000

Key Identifier: site identification

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Waste Management Branch

File Name: Newspaper Recycling Survey Master File

File Objective: To provide assessment information pertaining
to newspaper recycling in the Brampton area

File Description: site identification
site description
newspaper type, etc.

File Size: 20,000

Key Identifier: site number

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of Government Services
Realty Services Branch

File Name: Real Property Inventory

File Objective: To provide data as Ministry planning and administrative tool to indicate available sites by location, to promote exchange of property more suitable to the Ministries role and to aid in identification and disposal of surplus property.

To provide statistics for government property holdings and their rate of growth or decline in total and by Ministry.

File Description: Contains an inventory of all properties owned by the Province of Ontario which includes site area, predominate use, occupying Ministry, building use, and long-term interests.

File Size: 2500+

Key Identifier: region, district, installation number

Confidentiality Status: confidential within the government

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency:

Ministry of Government Services
Special Services Branch
Translation Section

File Name:

Translation Statistics

File Objective:

To provide data to determine the
budget for the Translation Section
and the need for new translators

File Description:

This file contains statistical
data on translations received from
the Government and public

File Size:

not available

Key Identifier:

none

Confidentiality Status:

not confidential

Mode of Storage:

paper file

Retention Period:

indefinitely

Ministry/Agency: Ministry of Government Services
Finance Branch

File Name: Financial Information System

File Objective: To provide a total record of all financial transactions related to appropriations, budgets, buildings, branches, etc., within Ministry of Government Services

File Description: See M.G.S. user guide for sub-systems and range of files

File Size: not available

Key Identifier: by Ministry of Government Services codes

Confidentiality Status: low

Mode of Storage: computer files

Retention Period: varies with the sub-system

Ministry/Agency: Ministry of Government Services
Finance Branch

File Name: Building Costs

File Objective: To provide a record of construction,
major repair and maintenance costs
of government owned buildings

File Description: Computer-based, developed from expenditure
and master file inputs through Ministry
Financial Information System

File Size: 7,000 building records

Key Identifier: building number

Confidentiality Status: low

Mode of Storage: computer files

Retention Period: life of asset

Ministry/Agency: Ministry of Government Services
Planning and Research Branch

File Name: Inventory of Parking Spaces

File Objective: Parking policy review and policy
administration

File Description: Inventory by address (Street & No.) for
all government owned and government leased
sites in all of Metro Toronto, and for the
charge zones (cores) of 9 other cities, and
a count of all indoor and outdoor parking
spaces at each site; broken down by user-
Ministry. Also may show other tenants
(Ministries) who do not use parking, and may
show lease numbers, government building
numbers and rentable square footages of floor
space (offices). Nine cities are:
Hamilton, Kitchener, London, Ottawa,
St. Catharines, Sault Ste. Marie, Sudbury
Thunder Bay, Windsor

File Size: 300 +

Key Identifier: street, address, city

Confidentiality Status: none within government

Mode of Storage: card files

Retention Period: indefinite (perpetual)

Ministry/Agency: Ministry of Government Services
Property Management Branch

File Name: Government Owned Building Inventory (G.O.B.I.)

File Objective: To maintain a master file of Government-Owned
Buildings

File Description: Individual identification of Government-Owned
Buildings by building number and installation,
location, type and region

File Size: 5,000 +

Key Identifier: building number and installation number

Confidentiality Status: none

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Government Services
Property Management Branch

File Name: Computer Oriented System for Repairs
and Improvements (C.O.S.R.I.)

File Objective: To provide a program for the effective
management of repairs to Government-Owned
Buildings and their components

File Description: The file provides the building or installation
number with name, street address, municipality;
gives building acquisition date and retention
life, type of service, area, buildings costs
and cycle of effective repairs etc.

File Size: 5,000 +

Key Identifier: building number or installation number

Confidentiality Status: none

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Government Services
Realty Services Branch

File Name: Rents Payable System

File Objective: To regulate and control payments of rent on properties leased to the government and to accumulate financial and related information for Ministry and Government Accounts

File Description: Contains a record of all current leases to the government including location, client ministry, square footage, cost, lessor's name, and expiry date

File Size: approximately 1300

Key Identifier: lease number, client ministry,
geographic location

Confidentiality Status: confidential within government

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Government Services
Realty Services Branch

File Name: Building Space Measurement Data

File Objective: To provide data relative to the square
footage of government-owned buildings,
occupying ministries, replacement costs,
repairs and maintenance costs

File Description: Contains data on all government-owned
buildings, i.e. square footage, type of
building, occupying ministry, building
replacement costs, repairs and maintenance
costs

File Size: 7500 approximately

Key Identifier: building and installation number

Confidentiality Status: confidential within government

Mode of Storage: manual files

Retention Period: indefinitely

Ministry/Agency: Ministry of Government Services
Special Services Branch
Legislative Library

File Name: Materials received and processed and
services given

File Objective: To provide data to determine budget for
library and need for additional personnel

File Description: Contains statistical data on number of
books, microfilm, periodicals, newspapers
and government documents received and
processed. Also statistics on circulation
of material and reference questions answered

File Size: not available

Key Identifier: none

Confidentiality Status: for internal use

Mode of Storage: paper file

Retention Period: indefinitely (starting date: 1973)

Ministry/Agency: Ministry of Government Services
Supply Administration Branch

File Name: Government Fleet Information Reporting
System

File Objective: To provide ministries current (monthly)
and cumulative (life-time) operational
performance statistics in respect of
their passenger vehicles

File Description: Contains a brief description of each car
or station-wagon; its miles driven;
gasoline and oil consumption per mile;
tire, maintenance, and repair costs; and
an exception marking feature for
note worthy deviations from the norm.

File Size: 850 vehicles, approximately

Key Identifier: ministry, location (or program),
vehicle make, year and model

Confidentiality Status: restricted to within the government

Mode of Storage: computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Government Services
Citizens' Inquiry Branch

File Name: Inquiry Statistics

File Objective: To collect data on inquiries received by the branch for these purposes:

- as the basis for monthly reports to Deputy Ministers, MPPs and others
- to indicate for our own planning and information purposes what type of inquiries are being handled

File Description: Contains a daily summary sheet completed by each staff member answering inquiries. The list of inquiries is compiled daily by provincial ministry or federal or municipal department.

File Size: 3000 +

Key Identifier: year, month, date of inquiries

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: no retention schedule defined as yet

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Admissions of Psychiatric in-patient
facilities (Form 616a)

File Objective: To provide senior management personnel
in the Ministry of Health with (a) current
patient movement data (b) data for annual
publications

To supply information for research studies

To provide Statistics Canada with patient
movement data

To enable other health jurisdictions and
international agencies to follow trends in
mental health morbidity and mortality

File Description: Contains pertinent variables relating to
all persons admitted to psychiatric hospitals,
facilities for the retarded, psychiatric units
of public hospitals, community psychiatric
hospitals, and schedule 2 facilities under the
Mental Health Act, 1967

File Size: 125,000

Key Identifier: a) source document: surname, given names,
address and case book number
b) tape: surname and 2 initials, case book number

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: source document - current year plus previous
computer tape - ^{year} indefinitely

Ministry/Agency: Ministry of Health
Community Health Standards Division
Community Health Protection Branch

File Name: Annual Reports - Local Health Units

File Objective: To provide data to monitor activities
of local health units

File Description: Contains statistics on local health
unit's activities including services
provided and incidence of disease

File Size: 43

Key Identifier: district name and year

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Research and Analysis Division
Research Branch

File Name: Nursing Assistant Manpower

File Objective: To provide data for
1) Manpower planning
2) Study of trends in specialization
3) Regional differences and trends
4) Analysis attribution, immigration, etc.

File Description: Contains vitae (eg. date of birth, sex, etc.) education, geographical location, field of activity and position held by all registered nursing assistants

File Size: 25,000

Key Identifier: Colleges of Nurses registration number

Confidentiality Status: not confidential but release of names or identifiable records requires College of Nurses of Ontario clearance

Mode of Storage: Computer tape 1. annual inventory
2. cumulative history (beginning with year 1970)

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Census Data Sheet (re: Patients on the books
and persons in residential units, psychiatric
hospitals and facilities for the retarded)

File Objective: To provide senior management personnel in
the Ministry of Health with (a) data for
annual publications (b) data for research
studies

To enable other health jurisdictions and
international agencies to follow trends in
mental health morbidity and mortality

File Description: Contains pertinent variables related to all
patients and persons on the books, psychiatric
hospitals and facilities for the retarded

File Size: 600

Key Identifier: surname, two initials, case-book number

Confidentiality Status: strictly confidential. Access permitted
to research workers with written authorization of the
Executive Director, Information Systems

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinitely - tape
paper file and punch card - retained until
controls proved correct

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Communicable Diseases

File Objective: To study incidence and prevalence
of any communicable disease

File Description: Contains records of all cases of
some 20 communicable diseases including
typhoid, rabies, whooping cough,
leprosy, etc.

File Size: 100,000

Key Identifier: names of cases for each disease

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 15 years

Ministry/Agency: Ministry of Health
Occupational Health Protection Branch
Community Health Standards Division

File Name: Company Files

File Objective: To provide information for authorized personnel in order to assist them in providing information to other government ministries, eg. labour, private physicians, unions

File Description: Contains information on industrial operations, health hazards, industrial workers and medical services by regarding industry as companies and subjects related to same

File Size: 10,000 - 13,000

Key Identifier: name and address

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Health
Community Health Standards Division
Occupational Health Protection Branch
Radiation Protection

File Name: Compliance Section - Inspection of Installed
x-ray units

File Objective:

- 1) to check if all units comply with regulations in Ontario Regulation 721
- 2) to keep a record of all x-ray units in the province by process of registration for safety inspection and usage
- 3) provide statistics on how many units are in the province and in what area they are used, both geographically and occupationally

File Description:

- a) This file contains information pertaining to the inspection of installed x-ray units in industrial, medical and educational centres or locations
- b) Information and correspondence re: installations of x-ray units, over-dose of radiation exposure and other related matter

File Size: 3,000

Key Identifier: registration number

Confidentiality Status: individual - confidential
aggregate - not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Research and Analysis Division
Research Branch

File Name: Congenital Anomalies Reported
Among Live Births, Still Births,
and Infant Deaths

File Objective: To provide data to determine the
force of mortality from congenital
anomalies among children under one
year of age

To provide a count of the annual
incidence and type of congenital
anomalies observed among live
births, still births

File Description: Contains records of congenital
anomalies reported by physicians
among live births, still births,
and infant deaths in Ontario

File Size: 12,000 for years 1969-72, increasing
3,000 annually

Key Identifier: paper file: name, address, registration number
tape file: registration number and year of birth

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Out-of-Province Claim Form

File Objective: To provide data to determine payment
to out of province hospitals for insured
services for Ontario people

File Description: Contains the forms for all hospitals
outside Ontario which are to be completed
to obtain payment for OHIP insured patients

File Size: 15,000

Key Identifier: alphabetically by hospital and province,
state, etc.

Confidentiality Status: strictly confidential

Mode of Storage: paper file, computer tape

Retention Period: 2 years

J10

Ministry/Agency: Ministry of Health
Health Promotion Branch
Community Health Standards Division

File Name: C.N.R. Dental Car and Four
Road Vehicles

File Objective: To provide data to compile
annual reports

File Description: Contains a report of dental
treatment provided for school
children in remote northern
areas

File Size: 2

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 2 years

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Crippled Children (Vital Information and History)

File Objective: To provide an information system

File Description: Contains vital information and history
of each crippled child

File Size: 18,000

Key Identifier: birth date and registration no.'

Confidentiality Status: strictly confidential

Mode of Storage: computer tape

Retention Period: indefinitely

J12

Ministry/Agency: Ministry of Health
Home Care and Medical Rehabilitation
Division

File Name: Cystic Fibrosis

File Objective: To determine financial assistance
to cystic fibrosis cases

File Description: Contains records of financial
assistance provided to cases of
cystic fibrosis for equipment
and drugs

File Size: 465

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Dairies

File Objective: To determine the health standards
in order to ascertain the qualifications
of the dairies for the certificate of
approval

File Description: Contains information on all dairies
in Ontario, plus one in Quebec and
three in Manitoba, each must obtain
an annual certificate of approval
from the Ontario Ministry of Health

File Size: 111

Key Identifier: county, address, name

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: indefinitely

J14

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Dairy Statistics

File Objective: To enable the Ministry of Health to
check on the quality standards of all
milk products sold in Ontario

File Description: Contains sampling statistics on all
milk products sold in Ontario

File Size: 1500

Key Identifier: county, address and name

Confidentiality Status: confidential

Mode of Storage: in book form

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Health Services

File Name: Drugs and Therapeutics

File Objective: To determine the quality, efficacy and
economy of drug products available in
Ontario

File Description: Contains a record of the source of
supply, analysis, certification and
associated factors for each product
processed

File Size: 500

Key Identifier: company, product

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 3 years

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Out-Patient Claim Form - 134A

File Objective: To make payment for out-patient claims
To answer correspondence
To check third party liability

File Description: Contains a report of all eligible
out-patient claims for payment
(except therapies)

File Size: 450,000

Key Identifier: hospital, date

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 1 year

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Frosted Food Locker Plants

File Objective: To determine if plant will be
licensed by the Ontario Ministry
of Health

File Description: Contains inspection reports and
correspondence on locker plants

File Size: 169

Key Identifier: county, address, name

Confidentiality Status: confidential within the ministry

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Research and Analysis Division
Research Branch

File Name: Physiotherapist Manpower

File Objective: To provide data for
1) Manpower planning
2) Study of trends in specialization
3) Regional differences and trends
4) Analysis attribution, immigration, etc.

File Description: Contains vitae (eg. date of birth, sex,
etc.) education, geographical location,
field of activity and position held by
all registered physiotherapists

File Size: 2,000

Key Identifier: registration number

Confidentiality Status: confidential

Mode of Storage: magnetic tape

Retention Period: permanent

Ministry/Agency: Ministry of Health
Direct Services Division
Psychiatric Hospitals Branch and
Retardation Services Branch (the latter
to transfer to Ministry of Community and
Social Services April 1, 1974)

File Name: Inventory of Physical Stock at Fiscal
Year End (i.e., March 31)

File Objective: To compile figures for the Public
Accounts Committee

File Description: Contains year end data on inventory items

File Size: not available

Key Identifier: not available

Confidentiality Status: not confidential

Mode of Storage: not available

Retention Period: seven years

Ministry/Agency: Ministry of Health
Clinic Services Branch
Direct Services Division

File Name: Industrial Chest Survey File

File Objective: To provide a -
a) record of dust-exposed employees
b) record of employees holding health certificates
c) record of employees rejected for dust-exposure occupation
d) record of employees with occupational disease of the lungs
e) record of employees with infectious disease of the lungs

File Description: Contains -
1) chest x-ray films
2) chest x-ray reports
3) pulmonary function test reports
4) health certificate duplicates

File Size: 900 plants

Key Identifier: name, age, S.I.N.

Confidentiality Status: individual - confidential
summaries - published

Mode of Storage: paper file, x-ray film

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Community Health Standards Division
Occupational Health Protection Branch

File Name: International Nickel Company
(A study on exposure to low level pollutants)

File Objective: a) to provide data to conduct a comparative study of the morbidity and mortality rates of workers exposed to low level pollutants (sulphur dioxide in this case) to outside occupations in an attempt to assess the effects of continued exposure to low level pollutants

b) for a basis of recommendations for Workmen's Compensation Board Claims and controlled processes

File Description: Contains the morbidity and mortality records for various Inco plants in Ontario

File Size: 2,000

Key Identifier: numeric code for certain individual statistical information such as cause of death

Confidentiality Status: confidential

Mode of Storage: paper file, key sort cards

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Community Health Standards Division
Community Health Protection Branch

File Name: CASH - Computer Assisted School Health

File Objective: 1) To show the health status of each school child and his health history in terms of contact with school health services
2) To remind public health units of those children with current health problems
3) To prepare clinic lists of children of in need of service (immunization, vision test, etc.)

File Description: For each school child: health unit, school, S.I. of parent numbers, birth order, surname, given names, immunization history, vision and hearing history, Parent's OHIP number, sex, birthdate, birthweight, TB test, health problems

File Size: first four grades in four health units
accumulation to 13 grades, first grade in
eight health units accumulation likewise

Key Identifier: health unit, school, surname

Confidentiality Status: confidential

Mode of Storage: magnetic tape

Retention Period: permanent

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: 134 B - Out-Patient Therapy Payment Form

File Objective: To make payment for out-patient therapy
Claims
To answer correspondence
To check third party liability

File Description: Contains a report of all out-patient
therapy treatments for payments

File Size: 250,000

Key Identifier: hospital, date

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 1 year

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Mental Retardation Study (Part II)

File Objective: To give an accurate description of the characteristics of the patients diagnosed as mentally retarded in provincial and privately operated facilities in Ontario

File Description: Contains a census of patients diagnosed as mentally retarded on the books of psychiatric hospitals, facilities for retarded, schedule 2 facilities under the Mental Health Act, 1967

File Size: 11,000

Key Identifier: surname, two initials, case book number,
hospital code number

Confidentiality Status: strictly confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Laboratory Services Branch
Occupational Health Laboratory

File Name: Monthly and Annual Reports of
Laboratory Staff

File Objective: To provide data for the Annual Reports
of the Ontario Ministry of Health

To assess trends in workload as an aid
in planning future requirements for
staff, equipment, etc.

File Description: Contains monthly and annual reports on
the number and nature of analyses, plant
visits, and air samples taken by the
laboratory staff

File Size: not available

Key Identifier: none

Confidentiality Status: individual - confidential
summaries - published

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Subrogation

File Name: Third Party Recovery File
(Form 115 Hospital Accident Reporting)

File Objective: To provide data to investigate the extent of responsibility of a third party, to determine the cost of insured services involved and to outline the details of the settlement and extents of the commission's recoveries

File Description: Contains -
1. accident reports
2. police report
3. questionnaire form
4. listing of confinements
5. correspondence
6. highly confidential medical information

File Size: 50,000 p.a. (variable)

Key Identifier: a) name of insured person, b) file number

Confidentiality Status: strictly confidential - divulged only on the authorization of the person of whom it is written

Mode of Storage: paper file, punch card, micro film

Retention Period: 2 years - indefinitely in case where future hospital care is necessary

Ministry/Agency: Ministry of Health
Research and Analysis Division
Research Branch

File Name: Nurse Manpower

File Objective: To provide data for
1) Manpower planning
2) Study of trends in specialization
3) Regional differences and trends
4) Analysis attribution, immigration, etc.

File Description: Contains vitae (eg. date of birth, sex, etc.)
education, geographical location, field
of activity and position held by all
registered nurses

File Size: 80,000 annually

Key Identifier: College of Nurses registration number

Confidentiality Status: name and address confidential

Mode of Storage: computer tape 1. annual inventory
2. cumulative history
(beginning with year 1970)

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Extended Health Care Program

File Name: Nursing Homes and Homes for Special Care

File Objective: To provide data to monitor standards
of each home and its licence status,
patient load, etc.

File Description: Contains records, reports and correspondence
concerning licensing of homes, placement
and supervision of patients in homes for
special care

File Size: 700

Key Identifier: name and location of home

Confidentiality Status: some aspects are confidential
or restricted

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: OHIP (Enrolment and Medical Information)

File Objective: Data for accounting purposes for
administration of OHIP

File Description: Contains enrolment and medical
information on OHIP subscribers

File Size: approximately 50,000,000

Key Identifier: OHIP number

Confidentiality Status: strictly confidential

Mode of Storage: computer tape

Retention Period: 18 months

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Therapeutic Abortions

File Objective: To prepare a monthly report on the total
therapeutic abortions performed in Ontario
to forward to Statistics Canada

File Description: Contains data on certificates issued for
and therapeutic abortions performed in
Ontario to forward to Statistics Canada

File Size: 1 report from each of 80 hospitals, per month

Key Identifier: location and name of hospital

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Community Health Standards Division

File Name: Ontario Dental Health Index

File Objective: To provide dental health indices
To determine the need for dental treatment
To evaluate public health preventive dental programs
To determine the caries attack rates

File Description: Contains dental health records of a random sample of Ontario Elementary School children

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

J32

Ministry/Agency: Ministry of Health
Addiction Research Foundation

File Name: Patient Records

File Objective: To provide data on the characteristics
of patients and statistics such as
number of interviews, source of referral

File Description: Contains demographic information on
patients and patient related events,
i.e., admission, interviews, discharge

File Size: 4,000

Key Identifier: patient number

Confidentiality Status: strictly confidential

Mode of Storage: punch card

Retention Period: not decided

Ministry/Agency: Ministry of Health
Personal Care Standards Division
Medical and Nursing Standards Branch

File Name: Perinatal Mortality Survey

File Objective: To obtain a sufficiently large data base of births, stillbirths, perinatal deaths. To study factors related to perinatal death in Ontario

File Description: Data related to circumstances of birth (and of death if applicable) for each child in each of ten hospitals for the years 1960 and 1961. Cards for the two years are physically separated. There is no code or coloured card to distinguish years

File Size: 51490

Key Identifier: hospital code number within year

Confidentiality Status: confidential to some extent, eg. details of maternal deaths and specific hospital

Mode of Storage: hollarith punch card duplicate to ministry
magnetic tape at University of Western Ontario

Retention Period: permanent

J34

Ministry/Agency: Ministry of Health
Clinic Services Branch
Employee Health Service

File Name: Periodic Reports of Health Centres

File Objective: To record the workload of the centres
To prepare statistical reports of
monthly and annual experience

File Description: Contains health statistics of the services
provided by the 14 Employee Health Centres
Data submitted by the Health Centres is
accumulated on a monthly working record

File Size: 1 working record per month

Key Identifier: date

Confidentiality Status: not confidential within government

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Physiotherapy Claim Form 151

File Objective:

- To make payment to private physiotherapy facilities
- To create statistics
- To check services provided
- To answer correspondence
- To establish third party liability

File Description: Contains data on private physiotherapists claiming reimbursement from OHIP

File Size: 61,000

Key Identifier: alphabetically by facility used

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: 2 years

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Subrogation

File Name: Private Physiotherapy Expenditures

File Objective: To provide data to advise commission
expenditures in cases of traumatic injury

File Description: Contains details of number of treatments
and related dates plus provisional diagnosis

File Size: 8,000 - 10,000 pa.

Key Identifier: none

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 1 year

Ministry/Agency: Ministry of Health
Research and Planning Branch

File Name: Physician Manpower

File Objective: To provide distributional or
descriptive data to the Ontario
Council of Health Manpower
Committee on physicians

To determine trends in degree of
specialization, urban-rural ratios
by comparing this data to CMA survey
of 1967 for physicians

File Description: Contains data on physicians including
vitae (eg. date of birth, sex, etc.)
geographical locations, specialization,
major activities and time devoted, mode
of practice

(project completed)

File Size: 10,500

Key Identifier: college of physician and surgeon
licence number

Confidentiality Status: strictly confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Community Health Standards Division
Community Health Protection Branch

File Name: CAPHIS - Computer Assisted Public
Health Inspection

File Objective: To show the inspection status for each
food or other establishment on scheduled
inspection service

To schedule the next inspection for each
establishment and prepare an inspection
notice showing the last inspection status

File Description: For each establishment: health unit, area
number, establishment number, name and
address, date of last recorded and last
scheduled inspection, date of next scheduled
inspection, inspection status by type of
deficiency

File Size: 7243 establishments in five health units
expanding to two new health units in 1974

Key Identifier: health unit, area number, establishment number

Confidentiality Status: confidential

Mode of Storage: magnetic tape

Retention Period: permanent

Ministry/Agency: Ministry of Health
Financial Services Division
Finance and Accounting Branch
Health Grants

File Name: Project File - Financial Services

File Objective: Data for control of funds

File Description: Contains project approvals and
amendments copies of claims and
requisitions and correspondence

File Size: Provincial and Federal Projects
Approvals for 1973-74 fiscal year

Health Resources Development Plan Projects -	70
Provincial Research P.R. Projects -	76
Federal Grant Projects -	<u>3</u>
	149

Key Identifier: project number

Confidentiality Status: 6 months summary with restricted
circulation

Mode of Storage: paper file

Retention Period: 7 years federal
2 years provincial

Ministry/Agency: Ministry of Health
Northern Ontario Public Health Services
Community Health Protection Branch
Community Health Standards Division

File Name: Public Health Inspection - General

File Objective: To provide data for
a) reference statistics
b) setting standards for administration
of the health programme

File Description: Contains
a) reports on inspection of environmental
sanitation in industrial and summer
camps, schools, and all other aspects
of public health inspection rendered
by N.O.P.H.S. inspectors to unorganized
territory not included within the
boundaries of a Health Unit
b) reports on subjects of general
sanitation on which requests for service
of a consultative nature have been made
by Health Units located in the Northern
Region

File Size: 15 7 public health inspectors -
direct service
8 health units in Northern Ontario -
consultative service

Key Identifier: geographical division

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Northern Ontario Public Health Service
Community Health Protection Branch
Community Health Standards Division

File Name: Public Health Nursing - Annual Reports

File Objective: To obtain information on the amount
of service given

To identify areas where more services
are required

File Description: Contains the annual reports of public
health nursing

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Institutional Standards Division
Institutional Planning Branch

File Name: Room Measurement Records

File Objective: To provide data to establish official ratings of the hospitals (these ratings are used in annual publications)

To provide data for the annual statistical documents and for investigating complaints received about charges made for private and semi-private rooms

File Description: Contains data for each public hospital listing all patient rooms, showing classification of service, i.e., surgical, medical, obstetrics, etc., also dimensions of room, net floor area, number of beds, whether private, semi-private or standard and Ministry's official rating

File Size: 235

Key Identifier: alphabetical by location

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Long Stay Report Form

File Objective: To determine the medical necessity
of a patient remaining in hospital .

File Description: Contains a medical analysis of all
patients who remain in hospital over
thirty days

File Size: 50,000

Key Identifier: alphabetically by hospital

Confidentiality Status: strictly confidential

Mode of Storage: paper file
2 years

Retention Period:

Ministry/Agency: Ministry of Health
Community Health Standards Division
Community Health Protection Branch

File Name: Rabies Surveillance

File Objective: To monitor the incidence of rabies
and use of vaccines

File Description: For each human case: name of patient
and physician, patient age and sex,
treatment date, geographic location,
animal species, vaccine history.
For each animal case: animal species,
vaccine history, geographic location,
date.
Source: physician requests for vaccine
and Federal Department of Agriculture
laboratory reports

File Size: 3500 increasing 100-1200 annually

Key Identifier: year, health unit, surname

Confidentiality Status: confidential within government

Mode of Storage: paper and magnetic tape

Retention Period: permanent

Ministry/Agency: Ministry of Health
Extended Health Care Branch
Homes for Special Care Section

File Name: Resident Data File

File Objective: To provide data for control of
resident location and status
in homes for special care

File Description: Contains resident data documents
and correspondence for homes for
special care
Content Breakdown
a) Individual files on nursing homes
b) Individual nursing home's patients' files
c) Closed nursing home files
d) Closed nursing home patients' files
e) Individual files on approved homes
f) General files
g) Organization files
h) Extended care
i) Hospital and facilities
j) General Resource files

File Size: 7,000

Key Identifier: resident account numbers

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: School Sanitary Inspection Reports

File Objective: To provide data for future
environmental health programmes
and for follow-up purposes

File Description: Contains annual school sanitation
inspection reports

File Size: 4895

Key Identifier: none

Confidentiality Status: not confidential (up to local board
of education level only)

Mode of Storage: punch card

Retention Period: not decided

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Separations from Psychiatric In-Patient
Facilities (Form 616S)

File Objective: To provide senior management personnel
of the Ministry of Health with:
(a) current patient movement data
(b) data for annual publication

To supply information for research studies

To provide Statistics Canada with patient
movement data

To enable other health jurisdictions and
international agencies to follow trends in
mental health morbidity and mortality

File Description: This file contains pertinent variables
relating to all persons separated from
psychiatric hospitals, facilities for the
retarded, psychiatric units of public
hospitals, community psychiatric hospitals
and schedule 2 facilities under the Mental
Health Act (1967)

File Size: 125,000

Key Identifier: (a) source data: surname, given names, and
case book number
(b) tape: surname, 2 initials, case book number

Confidentiality Status: strictly confidential - access permitted
to research workers with written
authorization of Executive Director,
Mental Health Division

Mode of Storage: paper file, punch card, computer tape

Retention Period: source documents - current year plus previous
year, computer tape - indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Laboratory Services Branch

File Name: Statistical Records - Laboratory

File Objective: To provide data for comparisons of
cost per year

File Description: Contains analysis of the types of specimens,
number of examinations made, number of DBS
units scored by month and year and by
laboratory

File Size: 26

Key Identifier: year and lab

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: monthly data - 2 years
yearly - indefinitely

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Summer Camps (Licences and Inspection Reports)

File Objective: To provide data for licensing, for planning future programmes and for evaluating the existing licensing programme

File Description: Contains -
1) applications for a summer camp license
2) summer camp inspection reports
3) summer camp licences issued

File Size: 518

Key Identifier: file number of geographical location

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: 3 - 5 years

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Personnel Master File

File Objective: To maintain a record of each employee's
status re: location, class, salary, etc.

To update weekly personnel runs and
creating a new Personnel Master File
each time

It is also used as input to Position
Inventory Update runs

File Description: The file contains current and historical
records for each employee (history as far
back as 1965 is kept)

File Size: records size 170 blocked 5
number of items = 165,000

Key Identifier: current key is used for sorting.
Historical Key is used for printing
Key id is S.I.N.

Confidentiality Status: information regarding input and
output is being handled confidentially

Mode of Storage: computer tape

Retention Period: 5 generations

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: In-Residence Report

File Objective: To provide data for purposes of future
studies and for bed need studies

File Description: Contains data on the patients in
hospital at midnight on December 31
including number of patients in hospital
at a point of time, their residence, age,
sex, diagnosis

File Size: 35,000

Key Identifier: location and name of hospital

Confidentiality Status: confidential within the government

Mode of Storage: paper file

Retention Period: 2 years

Ministry/Agency: Ministry of Health
Personal Care Standards Division
Medical & Nursing Standards Branch
(may be transferred to Direct Services
Division in future)

File Name: Thalidomide Program

File Objective: To provide data to meet the needs of
thalidomide deformed children

File Description: Contains a record of financial costs,
artificial limbs, treatment for children
with thalidomide deformities

File Size: 30

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Clinic Services Branch

File Name: Tuberculosis Control

File Objective: To study the incidence and prevalence of tuberculosis case histories of treatment and records of contacts and recent convertors

File Description: Contains records of all cases of tuberculosis since 1960 and of all patients on chemotherapy (treatment and prophylaxis)

File Size: 80,000

Key Identifier: name

Confidentiality Status: confidential

Mode of Storage: paper file, cardex

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Addiction Research Foundation
Research Division

File Name: Various Ad Hoc Research Survey

File Objective: To provide data for epidemiological research designed to map the extent, quantity, frequency, mode and consequences of the use of alcohol and other psychoactive drugs in Ontario

File Description: Contains surveys on

- 1) alcoholism prevalence
- 2) chronic drunkenness
- 3) alcohol buying habits
- 4) alcohol and traffic accidents
- 5) medical prescription drugs
- 6) non-medical drug use by secondary school students
- 7) mortality of alcoholics

File Size: average about 6,000

Key Identifier: project, name or characteristic

Confidentiality Status: not confidential (where data base is a medical record the usual role of confidentiality applies)

Mode of Storage: paper file, punch card, computer tape, photocopy

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Epidemiology Service
Venereal Disease Control Section
Community Health Protection Branch
Community Health Standards Division

File Name: Venereal Disease

File Objective: To assess the incidence and prevalence of venereal disease in Ontario and to maintain a central registry of venereal disease cases in the Province

File Description: Contains records and statistics of cases of venereal disease registered, payments to clinics and drugs supplied

File Size: 150,000

Key Identifier: numeric code (number assigned to each case)

Confidentiality Status: strictly confidential

Mode of Storage: paper file, rotary card indexes

Retention Period: throughout life time of the case

J56

Ministry of Health
Direct Services Division
Ministry/Agency: Retardation Services Branch
(To be transferred to Ministry of
Community and Social Services as of
April 1, 1974)
File Name: Waiting List of Persons Requesting
Admission to Facilities for the Retarded

File Objective: To enable the Retardation Services Branch
to obtain data on various combinations of
variables pertaining to persons seeking
admission to Facilities for the Retarded

File Description: Contains pertinent variables relating to
all persons on the waiting list for
admission to facilities for the retarded

File Size: 350

Key Identifier: surname, given names, address

Confidentiality Status: strictly confidential

Mode of Storage: peripheral notched card (McBee System)

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Medical and Nursing Branch
Personal Care Standards Division

File Name: Maternal Mortality

File Objective: To study all deaths associated
with pregnancy

File Description: Contains records of deaths
associated with pregnancy - source
documents from hospitals and the
Office of the Registrar General

File Size: 30 to 100 cases yearly

Key Identifier: name, date and place of death

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: indefinite

Ministry/Agency:

Ministry of Health
Environmental Health Services Branch
Advisory Committee on Occupational
Chest Disease

File Name:

Workmen's Compensation Board Claimant's File

File Objective:

To maintain continuing record on all claimants so that progress of disease may be observed and disability assessment made

File Description:

Contains -

- 1) title of examination reports, chest x-ray reports, lung function reports and recommendation to W.C.B. on each individual
- 2) file of chest x-ray films

File Size:

160 { records on 110 claimants
[chest x-rays on 50 claimants

Key Identifier:

name

Confidentiality Status: strictly confidential

Mode of Storage:

paper file, chest x-ray films

Retention Period:

indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Ontario Ambulance Services,
Information System (OASIS)

File Name: Ambulance Call Reports
OASIS Call File

File Objective: To provide data to monitor the casualty care rendered by E.H.S. ambulance fleet including the analysis of the time, space, allocation (labour and capital), casualty care training, communication, cost and casualty care rendered variables of the ambulance system

File Description: Contains data on the time, space, patient observations, casualty care rendered, weather, road conditions for every ambulance call

File Size: 500,000

Key Identifier: call number, insurance number, 'hospital register number

Confidentiality Status: individual confidential aggregate
statistical data not confidential

Mode of Storage: multiple paper file, computer tape

Retention Period: indefinitely

J60

Ministry/Agency: Ministry of Health
Information System Division
Ontario Ambulance Services Information
System

File Name: Ambulance Log Book
(Operating Costs, Maintenance Costs
and Performance)

File Objective: To provide data for control and
evaluation of the performance of
E.H.S. ambulance fleet and for
vehicle research

File Description: Contains data on operating and
maintenance cost and performance
statistics of the vehicles

File Size: 450

Key Identifier: vehicle number

Confidentiality Status: strictly confidential

Mode of Storage: multiple paper files, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Emergency Health Services Branch

File Name: Ambulance Services Act and Regulations
Vehicles
Vehicle Accidents

File Objective: To maintain a control of all ambulance
services through background material

File Description: Contains:
Ambulance Services Act 1966 and Draft
Regulations
Vehicle Registration, Insurance Certificate,
basic cost and equipment for each vehicle.
Reports of accident and relevant correspondence

File Size: 1156

Key Identifier: by name and file number, by E.H.S. vehicle
number, by accident number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Annual Return of Hospitals -
Form HS-1 Facilities and Services

File Objective: To produce the annual statistical
publication Hospital Statistics - Public
and Private Hospitals

To provide data for special studies and
planning purposes

File Description: This file contains data on hospital
utilization and on nursing and
paramedical personnel

File Size: 300 per year

Key Identifier: location and name of hospital or its
code number

Confidentiality Status: non-confidential

Mode of Storage: paper file, computer tape, micro film

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Claim Form 118: For institutions
for chronically ill

File Objective: To provide data to determine payments

To be used as a statistical source
document and a checking medium for
medical necessity

To provide information to answer
correspondence

File Description: Contains admission and discharge
report including diagnostic information,
residence coding and other statistical
details for all persons deceased in or
discharged from a chronic hospital

File Size: 50,000

Key Identifier: alphabetically by hospital

Confidentiality Status: strictly confidential

Mode of Storage: paper file, computer tape

Retention Period: 1 year .

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Daily Census Summary

File Objective: To provide data to calculate occupancy rates, to check periods of high admissions and discharges and to be used for various surveys

File Description: Contains data on the daily admissions, discharges and deaths, and patient days by type of service

File Size: not recorded

Key Identifier: location and name of hospital

Confidentiality Status: confidential within government

Mode of Storage: paper file

Retention Period: 2 years

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Discharge Reports for all Persons
Forms 106D and 106S

File Objective: To supply statistics to the Research and
Statistical Division of OHIP and to other
approved sources

To check completion of work at hospitals

To answer correspondence

To check third party cases

To pay hospital claims

File Description: Contains discharge reports for all persons
discharged from or deceased in an active
treatment hospital

(Information includes diagnosis and
surgical procedures, hospital charges
and residence coding)

File Size: 1,300,000

Key Identifier: hospital register number and OHIP certificate
number

Confidentiality Status: strictly confidential
diebold filing machines

Mode of Storage:

Retention Period: 1 year

Ministry/Agency: Ministry of Health
Financial Services Division
Financial Controls Branch

File Name: Hospital Budgets - Annual

File Objective: To provide data on the operating costs of all hospitals and other health facilities for review by the Ministry and determination initially of the cash flow to each hospital and related facility

File Description: Contains Annual Operating Budget prepared and submitted by each hospital and related health care facility in the province

File Size: 550 [320 paper files
230 computer tape

Key Identifier: name of hospital or facility

Confidentiality Status: not released outside the government

Mode of Storage: paper file, computer tape

Retention Period: 4 years

Ministry/Agency: Ministry of Health
Financial Services Division
Financial Controls Branch

File Name: Hospital Operating Statements - monthly
except January

File Objective: To provide data on the actual operating performance of each public hospital, to relate actual performance to the approved budget, and to provide explanations of variances at quarterly intervals.
(operating statements for health facilities other than public hospitals are submitted periodically, but not at regular monthly intervals)

File Description: Contains monthly operating statements from hospitals and related health care facilities

File Size: 250 for public hospitals plus the approximate equivalent in total bulk for all other facilities

Key Identifier: name of hospital or facility

Confidentiality Status: not released outside the government

Mode of Storage: paper file

Retention Period: 4 years

Ministry/Agency: Ministry of Health
Financial Services Division
Financial Controls Branch

File Name: Hospital Final Settlements
(Audited Financial Statements and Statistics
Returns) - i.e., Annual Return of Hospitals -
Form HS-2 Finances (federal document) together
with supporting schedules (HF series) as
required in Ontario

File Objective: To provide data on actual historical operation
of each hospital and related facility

To determine final operating funds acceptable
for each calendar year by means of detailed
comparisons with the approved budget

File Description: Contains the annual audited financial
statements with supplementary schedules
and statistical returns of each hospital

File Size: 550 { 320 paper file
230 computer tape

Key Identifier: name of hospital and facility

Confidentiality Status: non-confidential

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Accounts Payable Detail File

File Objective: To store all paid transactions for the
current fiscal year

Used to prepare all Public Accounts Reports

Used to prepare any Special Requests Reports

File Description: Card image of input data card with the
vendor name and processing date appended

File Size: cumulative for current fiscal year at
rate of 35,000 / month

Key Identifier: vote, item, branch, section, COCE, vendor number

Confidentiality Status: for Accounts Payable only

Mode of Storage: magnetic tape

Retention Period: 4 generations, year end file retained
indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Resident Data File
a) Homes for Special Care
b) Extended Care Program

File Objective: To provide data for control of resident location and status in homes for special care, and extended care facilities

File Description: Contains resident data documents and correspondence for homes for special care and extended care facilities

File Size: 7,000 - homes for special care
33,000 - extended care

Key Identifier: a) resident account numbers
b) OHIP number, birth date

Confidentiality Status: strictly confidential

Mode of Storage: computer tape a) Honeywell
b) IBM

Retention Period: a) 4 generations
b) 8 generations

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Accounts Payable Cumulative Totals File
(APM006CUMM)

File Objective: The objective of this file is to retain the cumulative spending amounts for each Administrative Unit for the Accounts Payable Month-End Reports to the current fiscal year

File Description: The file consists of various types of summaries consisting of the Numeric Identification, Report Type, Summary Level, Descriptive name, cumulative spending amount and yearly appropriation

File Size: approximately 2,000 records at the beginning of the year and increases with each month-end run

Key Identifier: report code, vote, item, branch, section and common object code of expense

Confidentiality Status: for accounts payable only

Mode of Storage: magnetic tape

Retention Period: to end of fiscal year, last month of fiscal year is held for indefinite length of time

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Accounts Payable Vendor Master File
(APD007VMF1)

File Objective: The objective of this file is to keep a record of how much has been paid to each vendor and to maintain the current name and mailing address for each vendor. This file is updated in every daily run and therefore shows current status on a daily basis. Used to generate name and address for each Remittance Advice form, which in turn is used by Treasury and Economics to manually type the payment cheque

File Description: The file consists of approximately 22,500 vendors each containing 4 lines of name, 4 lines of address, date on file, date of last name or address change, cumulative invoices amount and date of latest invoice, cumulative other transaction amount and date of last other transaction, and the combined total amount

File Size: 22,500 vendors

Key Identifier: 6 digit vendor number (numeric sequence denotes alphabetic sequence)

Confidentiality Status: for accounts payable only

Mode of Storage: magnetic tape

Retention Period: 4 generations. last file of fiscal year is held indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Accounts Payable VIBSA MASTER FILE
(APDOHVBSA)

File Objective: The objective of this file is to supply the daily and month-end systems with various tables which are used for editing of transaction coding, keeping tract of spending and balances, and to supply descriptive names to all levels of coding. This file represents all the valid expenditure codes

File Description: Each type of record contains a description for each numeric code plus other controlling codes and amounts where applicable

File Size: approximately 1,400 records

Key Identifier: vote, item, branch, section, common object
code of expense

Confidentiality Status: for accounts and payroll only

Mode of Storage: magnetic tape

Retention Period: 4 generations. last file of fiscal year is
held indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Claims File

File Objective: Main input for producing OHIP
insurance statistical reports
and enquiries on physicians

File Description: File contains monthly claims received by
OHIP and weeks put into a condensed format,
i.e., containing only necessary information
to produce medical statistical reports plus
enquiries on physicians profile

File Size: 13 to 14 reels of tapes each month.

Key Identifier: tape label for the month of the year

Confidentiality Status: confidential

Mode of Storage: tapes

Retention Period: 3 years

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: HESP.ECP. ACmmyys - ACCEPTED DRUG CLAIMS
mm - two digit month
yy - two digit year
s - section or run within month

File Objective: The file contains all drug claims which
have been considered valid and subsequently
paid by Finance & Accounting

This File is for historical purposes as well
as preparing claims to Federal Government
for welfare cost sharing

File Description: - system ID 'ECP'P'
- batch # pharmacy #
- information pertaining to recipient
- OHIC #
- Birth Date
- Sex
- Name
- Health Program
- Facility Number
- drug data
- # of Prescriptions
- Total Prescription Amount
- Total Professional Fee
- Total Over the Counter Drug Amount

File Size: cumulative - 20,000 records/month

Key Identifier: OHIC #, birth date, sex

Confidentiality Status: for extended care and HSC

Mode of Storage: tape - 9 trk / 1600 BPI

Retention Period: not yet decided

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Mental Health Inventory Master File

File Objective: To provide data for inventory items
and their stock levels on materials
used for mental hospitals of Ontario
(presently Lake Shore Hospital data
only)

File Description: Contains inventory item description and
stock status and its value by hospitals

File Size: 7,000 records, each with 120 bytes

Key Identifier: hospital number, material code and
record type

Confidentiality Status: non-confidential within government

Mode of Storage: IBM tape (9 tracks)

Retention Period: every 4 months for new generation

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Mental Health Data

File Objective: to provide statistical reports for
1) psychiatric hospitals and units
2) facilities for the retarded
3) residential units

File Description: a) a yearly file of the admissions and
separations to/from the facilities
b) an annual census file for each type
of facility

File Size: each file is less than 100,000 records
(1 tape)

Key Identifier: not used routinely (birth date and case
book number and sex)

Confidentiality Status: not available

Mode of Storage: 9 tk. tapes

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: School Health Master

File Objective: 1. To provide an information system
2. To keep track of the health status
of students so as to enable to take
the right action

File Description: sequential file on tape

File Size: about 160,000 records (students)

Key Identifier: health unit, school, social insurance number,
and birth order

Confidentiality Status: not available

Mode of Storage: tape

Retention Period: 3 generations

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Public Health Master

File Objective: 1. To provide an information system
2. To provide effective inspection
scheduling for various public health
establishments

File Description: Indexed sequential file

File Size: 40,000 establishments

Key Identifier: health unit, area and establishment

Confidentiality Status: not available

Mode of Storage: disk

Retention Period: infinity

Ministry/Agency: Ministry of Health
Division - undetermined

File Name: Stillbirth and Infant Death Records

File Objective: For study of stillbirths and infant deaths, in relation to hospital of birth, causes of death, seasonal or geographical incidence of disease; and as a source of information for the National Surveillance of Congenital Anomalies

File Description: a) Infant Death Forms
b) Stillbirth Registration Forms
c) Hospital Form 4 (Report of Stillbirth or Neonatal Death)

File Size: a) 2000 b) 1600 c) 1600

Key Identifier: hospital of death, name

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: through ensuing calendar year

Ministry/Agency: Ministry of Industry and Tourism
Tourism and Recreation Studies Branch

File Name: A compilation of Abstracts of Research
Reports (2 volumes)

File Objective: To provide data on tourism in Ontario

File Description: Short studies analyses and reports on
various regions, recreations and tourism
travel in Ontario

File Size: not available

Key Identifier: not available

Confidentiality Status: confidential within government

Mode of Storage: not available

Retention Period: indefinite

K2

Ministry/Agency: Ministry of Industry and Tourism
Foreign Market Research Branch

File Name: Ontario Exports by Commodity or Ontario
Exports by Country

File Objective: To provide data for a report on exports

File Description: This file contains information on the
value and quantity of Ontario exports

File Size: 7,000 - 10,000

Key Identifier: none

Confidentiality Status: confidential within government and branch

Mode of Storage: computer tape

Retention Period: not decided

Ministry/Agency: Ministry of Industry and Tourism
Industrial Research Branch

File Name: The Furniture Industry in Ontario

File Objective: To provide background material
for a study on the Furniture
Industry in Ontario

File Description: This file contains data on
historical growth, present
status, imports and exports,
and trends in the furniture
industry

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

K4

Ministry/Agency: Ministry of Industry and Tourism
Industrial Development Branch

File Name: Industrial Survey of Ontario
Municipalities

File Objective: To provide community data for
industrial location studies

File Description: Contains data from industrial surveys

File Size: not available

Key Identifier: not available

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 3 years

Ministry/Agency: Ministry of Industry and Tourism
Foreign Market Research Branch

File Name: Foreign Market Study

File Objective: Research on foreign markets, studies available in 1973 on following countries:

Algeria	Finland	Netherlands
Australia	France	New Zealand
Argentina	Germany, West	Norway
Belgium	Hungary	Niger
Luxembourg	Hong Kong	Nigeria
Brazil	Israel	Poland
Caribbean countries	Indonesia	Puerto Rico
Czechoslovakia	Italy	Roumania
Cuba	India	Switzerland
Denmark	Japan	South Africa
Ecudar	Libya	Spain
	Mexico	Sweden
		United Kingdon
		U.S.S.R.
		Yugoslavia

File Description: Economic background including structure of the economy, foreign trade, Canadian trade, economic and trade policy, Ontario domestic exports, Canadian domestic exports and Canadian imports and opportunity for Ontario exports

File Size: 37

Key Identifier: country

Confidentiality Status: confidential within government

Mode of Storage: paper booklets

Retention Period: indefinite, i.e. maybe updated but all copies kept

Ministry/Agency: Ministry of Industry and Tourism
Industrial Development Branch

File Name: New Manufacturing Establishments
Joint Ventures
Manufacturing Arrangements

File Objective: To provide data for administrative
purposes

File Description: Contains data on manufacturing
establishments

File Size: not available

Key Identifier: not available

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Industry and Tourism
Tourism and Recreation Studies Branch

File Name: A Survey of Visitors to Ontario
Government Travel Information Centres
1968-1970

File Objective: To provide data on American tourists

To provide data to determine the
market and tourist destinations within
the Province

File Description: This file contains data on the number
of tourists, their origin and
destination patterns, accommodation
used and main reason for visiting

File Size: 30,000

Key Identifier: information centre code number

Confidentiality Status: not confidential

Mode of Storage: paper file, punch card

Retention Period: 6 months for paper file
- undecided punch cards

K8

Ministry/Agency: Ministry of Industry and Tourism
Industrial Research Branch

File Name: Plant Expansions

File Objective: To provide information for the
Ministry of Industry and Tourism
on industrial growth

To provide some data to be published
in the Ontario Industrial Review

File Description: This file contains data on manufacturing
plant expansions, corresponding square
footage added, dollars invested, new jobs
created

File Size: 400

Key Identifier: company name

Confidentiality Status: strictly confidential - name and
location published in Ontario Industrial Review if company
gives consent

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Industry and Tourism
Industrial Research Branch

File Name: Pulp and Paper Study

File Objective: To provide a data base for writing
the Pulp and Paper Study

File Description: This file contains data on production,
exports, imports, special problems,
future projections, international
significance, national significance,
statistical appendix of the Pulp and
Paper industry in Canada and Ontario

File Size: not available

Key Identifier: not available

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 3 years

K10

Ministry/Agency: Ministry of Industry and Tourism
Foreign Market Research Branch

File Name: Study on containerization

File Objective: To provide information on the
developments in containerization
and their impact on Ontario

File Description: This file contains data on the
advantages and disadvantages of
containerization as a system, the
impact and response on the carriers
of containers (truckers, shippers),
the developments in Canadian ports
and competition from U.S. ports, impact
on freight forwarders, impact of
containerization in Ontario

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Industry and Tourism
Tourism and Recreation Studies Branch

File Name: Current Recreation and Land Use
Inventory

File Objective: To provide data on tourist
accommodations for publication
in "Ontario Accommodation"

File Description: This file contains an inventory of
all commercial tourist establishments
in the Province, for example hotels,
motels, resorts, including provincial
and national parks; and data on number
of rental units, capacities, rates,
services, recreational facilities,
general topographical features of
property

File Size: 8,000

Key Identifier: numeric code

Confidentiality Status: not confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Industry and Tourism
Industrial Research Branch

File Name: Survey of Ontario Manufacturers

File Objective: To develop computer and manual file
information on company facilities,
products and interests for developing
business

To enable computer printout of companies
by product, by region, by export interests,
etc.

To provide input for products for export
directory, parent/subsidiary company
directory, etc.

File Description: This file contains data on company name
and address, size, executives, products
manufactured, export interests, interest
in manufacturing arrangements of Ontario
manufacturers

File Size: 10,000

Key Identifier: company name

Confidentiality Status: confidential - size of engineering
staff, machine tools, etc.
not confidential - company name, products

Mode of Storage: paper file, computer disc

Retention Period: 2 years

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Collective Bargaining Agreements

File Objective: Maintenance of central masterfile
for all Ontario Collective Bargaining
Agreements:
(a) record and observe trends in
collective bargaining
(b) provide data for guidelines
and compensation research

File Description: File consists of two parts:

- (a) hardcopy - containing actual
current and historical
Collective Bargaining Agreements
- (b) computer file of selected provision

File Size: (a) 7,000 (current) (b) 2,000 (historical)

Key Identifier: by employer, union and industry

Confidentiality Status: not confidential

Mode of Storage: selected data only on computer tape, actual
collective agreements retained on hardcopy file

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Conciliation Services

File Objective: To measure the impact of the Ontario
Ministry of Labour Conciliation Services
on the relationships between organized
labour and management

To note trends in collective bargaining
and in issues being brought to the
collective bargaining table

To compile information which will
supplement and add to the knowledge
gained on the analysis of collective
agreements

To collect data which will provide a
comprehensive picture of conciliation
in its relationship to collective
bargaining in Ontario

File Description: This file contains disposition of disputes
requiring conciliation

File Size: 1,604

Key Identifier: name and location of the employer

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Hired farm workers in Ontario
August, 1969
(Survey of Wages and Hours of Work)

File Objective: To provide data on the straight
time hourly earnings of hired farm.
workers, their weekly hours of work
and the system and frequency of
payments. Also on the number of
seasonal and year workers and the
prevalence of non-monetary supplements
received in addition to cash wages.

File Description: This file contains information
on the wages, hours of work of
hired farm workers

File Size: 3,875

Key Identifier: 22 digit numerical identifier (setup by
Statistica Canada the system used for
agricultural survey)

Confidentiality Status: not recorded

Mode of Storage: printouts

Retention Period: indefinitely

Ministry/Agency:

Ministry of Labour
Industrial Safety Branch

File Name:

Masterfile of Industrial
Establishments

File Objective:

To provide data for the program of
control and reduction of the
incidence of potential accident
situations

File Description:

This file contains data on the name
and address of owner and occupant
of premises, location, location by
inspection districts, number of
employees (by sex) of industrial
establishments

File Size:

65,000

Key Identifier:

S.I.C. code

Confidentiality Status:

access is available on a limited
controlled basis

Mode of Storage:

paper file, computer tape,
micro film

Retention Period:

record management retention schedule
controls

Ministry/Agency: Ministry of Labour
Research Branch

File Name: The Compressed Work Week in Ontario

File Objective: To determine the extent and nature of the
compressed work schedule in Ontario

File Description: A record of 169 compressed work schedules
for 157 establishments indicating type of
schedule, number of employees on compressed
schedules, and advantages and disadvantages
of the compressed schedules

File Size: 157

Key Identifier: employer

Confidentiality Status: individual records confidential
aggregates not confidential

Mode of Storage: paper file

Retention Period: indefinitely

L6

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Employee Attitudes Towards the Compressed
Work Schedule (COWW)

File Objective: To survey employee attitudes towards the
compressed work schedule

File Description: A computer file containing opinion data
for employees in 8 establishments.
Personal data was collected along with
opinion data on: travelling to and from
work, implementation of the compressed
work schedule, and general information.
Not available until early 1974.

File Size: 300

Key Identifier: establishment, employee

Confidentiality Status: individual records confidential
aggregates not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Miscellaneous applications and
complaints under the Labour
Relations Board

File Objective: To compile statistical data on
the activities of the O.L.R.B.
that is its workload, type of
disposition, various stages of
processing applications

File Description: This file contains a record of
complaints and applications brought
before the Ontario Labour Relations
Board excluding representation and
unfair labour practices applications

File Size: 70 per fiscal year

Key Identifier: by name of applicant and respondent
by location

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Representation applications made
under the Labour Relations Act

File Objective: To compile statistical data on the
activities of the O.L.R.B. that is
its workload, type of disposition,
various stages of processing of
applications

To prepare the Board's annual report

File Description: This file contains a record of the
union, employee or employer making
application for certification,
termination and successor status
applications

File Size: 1,000 per fiscal year

Key Identifier: name of applicant or respondent,
numerical code with letter "R"

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Special Survey of Selected
Manufacturing Industries

File Objective: To provide data for a report
concerning the planning of future
minimum wage legislation

File Description: This file contains data on five
selected industries showing -
1) number of employees
2) hours worked
3) wage rates
4) gross earnings broken by sex,
class of employee, size of firm,
locality

File Size: 218

Key Identifier: name and address
S.I.C. code

Confidentiality Status: individual confidential
aggregates not confidential

Mode of Storage: paper file, punch cards, computer tape

Retention Period: not decided

Ministry/Agency:

Ministry of Labour
Research Branch

File Name:

Summer employment of Ontario
secondary school students - 1969

File Objective:

To provide data for planning policies to
tackle summer employment problems for
high school students

File Description:

This file contains records on
1) number of students entering labour
force for summer
2) type of student employment, earnings,
duration
3) method of obtaining jobs, in which
industry, number of jobs

(all cross classified by age, sex,
grade, population area and branch
of education)

File Size:

40,000

Key Identifier:

coded by size of population area, by branch
of education, age, sex, grade

Confidentiality Status:

confidential within government

Mode of Storage:

computer tape

Retention Period:

indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Wages and Working Conditions in Ontario,
Canada Department of Labour Surveys 1966-
1972 (SWWC)

File Objective: To provide wage data by occupation for
pay research purposes

To provide annual labour statistics for
provincial users for research in employ-
ment practices, industrial relations,
minimum wages, unemployment and regional
disparities

File Description: Information on wage rates and salaries by
occupation and hours of work in selected
industries and communities in Ontario.
The data cover the last normal pay period
prior to October 1 of each year. Different
data on working conditions are available
from year to year

File Size: not available

Key Identifier: industry, geographic area

Confidentiality Status: individual records confidential
aggregates not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Survey of Industry - sponsored
training programmes in Ontario

File Objective: To provide data to define the role
of government in training

To provide data on the volume and
type of training

File Description: This file contains data on -
1) establishments reporting formal
training programmes
2) establishments with no formal
training programmes

File Size: 7,000 establishments

Key Identifier: S.I.C. and Area Code

Confidentiality Status: strictly confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Survey of stationary engineers

File Objective: To define the training needs of
stationary engineers

File Description: File contains data on the age,
education, marital status, salary,
language, employment and trade
experience, training and desired
training of stationary engineers.

File Size: 1600

Key Identifier: community college area and stratified
by class of engineers

Confidentiality Status: strictly confidential

Mode of Storage: paper file, computer print outs

Retention Period: 2 years

Ministry/Agency:

Ministry of Labour
Research Branch

File Name:

Survey of the Barbering Industry
in Ontario, August, 1968

File Objective:

To provide information on training
and working conditions in the
barbering industry to assist in
the administering of the Ministry
of Labour's programmes

To obtain data on the extent to
which Ministry programmes are
used and the impact they are
having on the barbering industry

File Description:

This file contains information
on the ownership of barber shops,
shop size, prices of selected
services, services of qualified
barbers and pay

File Size:

1,100 .

Key Identifier:

numerical

Confidentiality Status: not confidential within Ministry

Mode of Storage:

completed survey questionnaires
(original)

Retention Period:

indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Unfair Labour Practices Under
Labour Relations Act

File Objective: To compile statistical data on the
activities of the O.L.R.B., that is,
workload, type of disposition, various
stages of processing of applications

To prepare the Board's annual report

File Description: This file contains a record of union
employees or employers making
application for consent to prosecute
for declaration of unlawful strike or
lock-out and filing complaints of
discrimination in employment

File Size: 300 per fiscal year

Key Identifier: name of applicant and respondent

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Working conditions in the plumbing
and heating industry in London, Ontario

File Objective: To provide data for a pilot project

File Description: This file contains data on the
general provisions of the work
agreement between the contractor
and his employees and specific
working conditions data for each
plumber, steamfitter, gasfitter or
apprentice employed by the contractor
comparing union and non-union employees

File Size: 70

Key Identifier: not recorded

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not recorded

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Wages, Hours and Overtime Pay Provisions
in Selected Industries, April 1971 (WAGE)

File Objective: To generate information for a review of
Ontario's employment standards programme,
an assessment of requirements to improve
the existing labour legislation, and an
estimation of the need to introduce new
standards

File Description: Establishment information on length of pay
period, employment, overtime pay provisions
and extent of unionism. Non-supervisory
employee information on sex, office or non-
office, standard hours of work per week,
actual hours of work per pay period and
wages. This information was collected for
the last normal pay period preceding May 1,
1971 for establishments in selected low wage
industries

File Size: 7,048 establishments

Key Identifier: establishment sequence number

Confidentiality Status: individual records confidential
aggregates not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Wages, Hours and Overtime Pay Provisions
in Selected Industries, April 1972 (WAGE)

File Objective: To generate information for a review of
Ontario's employment standards programme,
an assessment of requirements to improve
the existing labour legislation, and an
estimation of the need to introduce
new standards

File Description: Establishment information on length of pay
period, employment and overtime pay provisions.
Non-supervisory employee information on sex,
office or non-office, standard hours of work
per week, actual hours of work per pay period
and wages. This information was collected for
the last normal pay period preceding May 1, 1973
for establishments in selected low wage industries.

File Size: 6,230 establishments

Key Identifier: establishment sequence number

Confidentiality Status: individual records confidential
aggregates not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Wages, Hours and Overtime Pay Provisions
in Selected Industries, August 1973 (WAGE)

File Objective: To generate information for a review of
Ontario's employment standards programme,
an assessment of requirements to improve
the existing labour legislation, and an
estimation of the need to introduce new
standards

File Description: Establishment information on length of pay
period, employment and overtime pay provisions.
Non-supervisory employee information on sex,
office or non-office, standard hours of work
per week, actual hours of work per pay period
and wages. This information was collected for
the last normal pay period preceding September
2, 1973 for establishments in selected low
wage industries

Available in early 1974.

File Size: 8,300 establishments

Key Identifier: establishment sequence number

Confidentiality Status: individual records confidential
aggregates not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Construction Accidents (COAC)

File Objective: To provide the Construction Safety Branch
with information concerning accidents in
the construction industry in 1972 and 1973

To determine whether the Construction Safety
Branch is receiving all accident reports
pertaining to construction

File Description: A set of construction accident reports for
the last 3/4 of 1972 and the first 1/4 of 1973
containing data on date and time of accident,
age, occupation, injury and length of employ-
ment of the injured employee and start and
end of work shift in which accident occurred

File Size: 12,091

Key Identifier: sequence number, firm number, rate number,
claim number

Confidentiality Status: individual records confidential
aggregates not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Research Branch

File Name: Advance Notice of Employment Termination
(ANET)

File Objective: To establish the extent to which employees
made use of the notice period to begin
searching for a new job

To explore the effect of advance notice
on success in obtaining another job

File Description: The survey of firms was conducted in June
1972 of firms and workers involved in
termination during the period of October
1971 to April 1972. Data was collected
on both the firm and for workers terminated

File Size: 23 employers, 2,139 employees

Key Identifier: establishment sequence number and employee SIN

Confidentiality Status: individual records confidential
aggregates not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Labour
Industrial Safety Branch

File Name: Industrial Safety Branch
Masterfile

File Objective:

1. To provide computer produced Inspection Reports at pre-determined intervals
2. To provide a variety of statistical data on inspections, directions issued, lost-time accidents, etc.

File Description: Contains firm name, firm mailing and location and owner of premises mailing address plus related statistics of all Ontario firms inspected by I.S.B. under the Industrial Safety Act.

File Size: 70,000

Key Identifier: file number (controlled by branch)

Confidentiality Status: not available

Mode of Storage: computer tape

Retention Period: 2 years

Ministry/Agency: Ministry of Labour
Ontario Human Rights Commission

File Name: Cross Reference Listing

File Objective: To record and maintain information
on people and companies involved
in Human Rights cases in alphabetic
sequence

File Description: This file contains a list of
names of complainants and
respondents

File Size: 3,000

Key Identifier: file number

Confidentiality Status: confidential

Mode of Storage: computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Labour
Ontario Human Rights Commission

File Name: Masterfile Statistics

File Objective: To record and maintain a history
on the disposition of cases
handled by O.H.R.C.

File Description: This file contains a record on companies
and people by ethnic origins, type of
complaint etc.

File Size: 2,000

Key Identifier: file number

Confidentiality Status: confidential

Mode of Storage: computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Aerial Inventory of Moose

File Objective: To provide data for statistical analysis
of the moose population

File Description: This file contains records of flight
conditions and observations of moose

File Size: 500

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency:	Ministry of Natural Resources Commercial Fish and Fur Branch
File Name:	Aerial Survey (Beaver Colonies)
File Objective:	To provide data for beaver management
File Description:	This file contains data on the location of beaver colonies to specific areas of the province
File Size:	21 maps and reports
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	indefinitely

Ministry/Agency: Ministry of Natural Resources
Information Branch
Accident Control Section

File Name: Annual Report of Workmen's
Compensation Claims

File Objective: To determine areas where attention
must be centered to control hazardous
injury potential situations

To provide data for safety officers,
districts and branches

File Description: This file contains a record of injuries and
illnesses reported to the Workmen's
Compensation Board consisting of a compilation
of the types, causes and costs and frequency
of occurrences

File Size: 1,000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 1½ years

M4

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Wolf Damage to Livestock Compensation Act

File Objective: Wolf predation problem areas
expenditure on claims

File Description: Contains application for claims, valuer's
report, reports of hearings

File Size: 600 - 700 claims and reports

Key Identifier: numerical by districts

Confidentiality Status: not available

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Beaver Population Dynamics

File Objective: To provide data for beaver management
relative to harvest potential

File Description: This file contains the productivity,
mortality and density of the beaver
population

File Size: 15,000

Key Identifier: specimen number and exact map location

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency:	Ministry of Natural Resources Wildlife Branch
File Name:	Big game killed by means other than legal hunting
File Objective:	To provide an independent means of assessing changes in game populations and of assessing natural mortality, mainly deer, moose and bears To provide some data on reproductive rates of the animals killed
File Description:	This file contains data on - 1) big game killed by means other than legal hunting 2) the reproductive rates of the animals killed
File Size:	1500 annually
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	punch card
Retention Period:	indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fisheries (Production and Value)

File Objective: To provide data in commercial fish
production for biological and economic
management of the resource

File Description: Contains data on the production and value
of commercial fish landings

File Size: 2,000 monthly

Key Identifier: fish species

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: indefinitely

Ministry/Agency:	Ministry of Natural Resources Commercial Fish and Fur Branch
File Name:	Commercial Fisheries (Equipment, boats and shore installations)
File Objective:	To provide data for commercial Fish Economic Survey
File Description:	This file contains data on equipment, boats and shore installations of Commercial Fisheries
File Size:	2000
Key Identifier:	by equipment
Confidentiality Status:	not confidential
Mode of Storage:	punch card, computer tape
Retention Period:	indefinitely

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Deer and Moose Pellet Group Counts

File Objective: To provide data for a report for head office

File Description: This file contains records of counts of deer and moose droppings during surveys to establish population indices

File Size: variable

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: a number of months determined by district

M10

Ministry/Agency:	Ministry of Natural Resources Fish and Wildlife Research Branch
File Name:	Deer Browse Tally Form
File Objective:	To provide data for browse surveys and for reports sent to head office
File Description:	This file records the counts of stems or twigs of young trees and shrubs eaten by deer
File Size:	variable 12-100
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	a number of months dependent by the district

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Deer checking station cards

File Objective: To provide data for district reports which are forwarded to head office and, in future, entered into the Fish and Wildlife library

File Description: This file contains data concerning the numbers of hunters and the number, sex and age ratio and measurements of deer checked at checking stations or hunt camps

File Size: 5000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: unpunched cards

Retention Period: retained by district staffs for periods which they determine

Ministry/Agency:	Ministry of Natural Resources Wildlife Branch
File Name:	Deer Hunt Camp Report Forms
File Objective:	To provide data on deer hunter numbers and success, and the age and sex ratios of deer
File Description:	This file contains data on the length of hunting and number of deer shot by deer hunters and the sex and age ratios of deer
File Size:	2000
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	retained by districts for periods determined by them

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: District Waterfowl Banding Report

File Objective: To provide a ready reference concerning
waterfowl banding

File Description: This file contains the number and
species of waterfowl live - trapped and banded
at various locations in each of 21 forest
districts

File Size: 18

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Fisheries Branch

File Name: Field Record for Minnow Collection - FR 4

File Objective: To provide a record to accurately identify
the location of capture of minnow samples

File Description: This file contains field records documenting
the date, exact location, method of capture
and method of preservation of minnows
collected

File Size: 900

Key Identifier: (i) district code (ii) alphabetical listing
of lakes

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Fisheries Branch

File Name: Fish Stocking Records

File Objective: To provide data for the preparation of the annual fish distribution report and for purposes of management and evaluation of stocking success

File Description: This file contains a record of all lakes and streams currently stocked with hatchery reared fish

File Size: not recorded

Key Identifier: i) waters stocked ii) county iii) species
iv) hatchery

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency:	Ministry of Natural Resources Air Service Branch
File Name:	Flight Report File
File Objective:	To provide data for monthly and annual reports
File Description:	This file contains daily flight reports for the entire year by aircraft registration including pilot's and engineer's flying times, passenger insurance, and breakdown of flying for various branches of Ministry of Natural Resources
File Size:	150-200
Key Identifier:	aircraft registration
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	indefinitely

Ministry/Agency: Ministry of Natural Resources
Forest Fire Control

File Name: Forest Fire Report

File Objective: Used in:
(1) cost collection of fires
(2) planning fire detection for an area
(3) planning and verifying fire prevention programmes
(4) producing statistics on occurrence, costs, damage of fires
(5) planning state of readiness for fire
(6) auditing work done on fires
(7) determining optimal level of protection to provide

File Description: This file contains information on occurrence, detection control and cost data on each forest fire

File Size: 1,400

Key Identifier: none

Confidentiality Status: confidential within government

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Surveys and Mapping Branch
Division of Lands

File Name: Forest Resources Inventory

File Objective: To provide data for forest resource inventory, calculation of wood volumes for resource management and industry utilization

File Description: This file contains data on the total area classification by township or base map and tree volumes by working groups, age classes and management units

File Size: 50,000 records per year

Key Identifier: township, base map, management unit or district

Confidentiality Status: confidential within the government

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Mining Lands Branch

File Name: Quarry Permit

File Objective: To provide a continuous record of
sand and gravel removed under permit
from a specific parcel of ground

File Description: This file contains data on the amounts
of material removed from specific parcels
of ground under Authority of Quarry permit
with accounting of royalty payments per
cubic yard

File Size: not available

Key Identifier: numerical code

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 20 years depending on location of land
involved

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Fur Royalty

File Objective: To provide data for accounting purposes

File Description: This file contains a record of fur
dealer's purchases and sales

File Size: 35,000

Key Identifier: dealer's name

Confidentiality Status: not confidential within ministry

Mode of Storage: paper file

Retention Period: 3 years

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Gill Net Catch Record FR 5

File Objective: To provide a permanent record of species
and quantity of fish taken by gill netting

File Description: This file contains a record of the number
and kind of fish taken by gill netting

File Size: 300

Key Identifier: district code and alphabetically within
a district

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Lands and ~~Management~~ Branch
Lands Acquired Section

File Name: Land Acquired

File Objective: To provide information on the total
department land acquisition program
since its inception to date and for
implementation of various programmes
administered by the Ministry of Natural
Resources

File Description: Contains information on the acquisition
of private lands

File Size: 1500

Key Identifier: property owner, property location and
property number

Confidentiality Status: confidential within Government

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Information Branch
Accident Control Section

File Name: Hunting examinations and accidents

File Objective: To provide data to develop and incorporate means of reducing hunting accidents and to promote standardization of district

File Description: This file contains -
1) monthly reports of examinations held by district provincial meetings on hunter safety program
2) yearly data on all known hunting accidents

File Size: not specified

Key Identifier: code number and punch card

Confidentiality Status: strictly confidential outside branch

Mode of Storage: paper file and punch card

Retention Period: 10 years

Ministry/Agency:

Ministry of Natural Resources
Accident Control Section
Information Branch

File Name:

Hunter Safety Training Statistics

File Objective:

To point out any great changes in
accident totals compared to changes
in the number of hunting licences sold

To provide data to the Fish and
Wildlife Branch

File Description:

This file contains a record of persons
taking the Hunter Safety Training Course

File Size:

18,000

Key Identifier:

none

Confidentiality Status: not confidential

Mode of Storage:

paper file

Retention Period:

2 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Hunting and angling license file

File Objective: To provide data to verify the purchase
of a hunting license or angling license

To provide a source of names and
addresses for an annually mailed survey
of sportsmen

File Description: This file contains copies of all angling
and hunting licenses issued in Ontario

File Size: 2,500,000

Key Identifier: numeric identifier (license number)
and the issuer who sold the license

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: angling - 1½ years
hunting - 3 years

M26

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Lake Survey Summary Sheet FR 3

File Objective: To provide data for hatchery stocking
of fish and the setting of commercial
fish quotas for various planning groups
and for future management purposes

File Description: This file contains a collection of
physical, chemical and biological data
of lakes in Ontario

File Size: 8000

Key Identifier: by district code and alphabetically within
a district

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Division of Forests
Timber Sales Branch

File Name: Mill Licence Returns
(Annual Timber Utilization & Production)

File Objective: To provide data for
1) annual summary for head office*
2) resource utilization estimates
3) assistance in implementing
management and operating plans
4) industrial plant location studies

File Description: This file contains data on the
utilization of timber by source,
land tenures and tree species and
production of lumber, pulp and
other products by type for each
mill licensee in the province

File Size: 900 annual returns

Key Identifier: name of mill licensee and
forest district

Confidentiality Status: confidential within Ministry
*aggregate summary available to public

Mode of Storage: paper file located in district
of mill location

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Monthly fish hatchery production
summary

File Objective: To provide a summary of stock
on hand each month for the
purpose of allocation and
distribution of stocks to
various districts

To provide indicators of
relative production efficiency

To provide data for the preparation
of a production cost analysis

File Description: This file contains a monthly inventory
of each lot of fish in each hatchery
including number, weight and size of
fish, amount of food fed, mortality,
growth and food conversion

File Size: not specified

Key Identifier: (i) name of hatchery (ii) lot code number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Moose Browse Tally Form

File Objective: To provide data for a report
for head office

File Description: This file contains records of
counts of stems or twigs of
young trees and shrubs eaten
by moose

File Size: variable 12-100

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: a number of months as decided by the
district

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Moose checking station records

File Objective: To provide data for district reports which are sent to head office and eventually entered into the fish and wildlife library

File Description: This file contains numbers of moose hunters and the number, sex, and age ratio and measurements of moose collected at moose checking stations

File Size: 800 annually

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: retained in districts for periods determined by them

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Offense and Seizure Report

File Objective: To provide a record of seizures of
equipment and the court action for
offences

File Description: This file contains data on the offences
in the province, ages, fines, type of
equipment seized, number of violations
each year and by whom to whom; summaries
are maintained only from the regions;
card files will be retained by Districts
and Regions

File Size: 5,000

Key Identifier: none

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Predator Control

File Objective: To provide data for predator management

File Description: This file contains data on
investigations of predation
(wildlife) on domestic stock
and game populations

File Size: 75-100 annually

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Division of Forests
Resource Economics Branch

File Name: Private Landowner Survey in
Southern Ontario

File Objective: To provide data regarding the private,
rural landowners' socio-economic
characteristics and objectives of
land ownership for the purpose of
planning, resource management and
programme evaluation

Basis for the report "Rural Lands
and Landowners of Southern Ontario",
(1972).

File Description: This file contains data on type and
period of land tenure; property
composition; owner socio-economic
characteristics; owner objectives
and attitudes; and, forestry and
recreation activities

File Size: 3,963

Key Identifier: county and township

Confidentiality Status: not confidential

Mode of Storage: paper file, punch card, computer disc

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Random singing ground census
- Woodcock

File Objective: To provide data -
1) to assess breeding woodcock
populations in Ontario on an
annual basis
2) to combine in a North American
Data Bank which is used to
determine trends in North
American woodcock populations

File Description: This file contains the number of
woodcock heard each spring on
randomly selected routes through
Southern Ontario

File Size: 85

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Financial Management Branch

File Name: Sale of Licences
(Fish and Wildlife)

File Objective: To provide data to indicate the
number of hunters and fishermen
both resident and non-resident
in the province and the increase
or decrease of this activity

File Description: This file contains data on the
quantities of licences sold and
revenues derived by licence type
reported annually

File Size: 25,000

Key Identifier: name of licence type

Confidentiality Status: not confidential

Mode of Storage: paper file, data accumulated in ledger

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Small Game Harvest Statistics

File Objective: To maintain a record of hunting
success for each species

To provide data for following
trends, predicting future
success of hunters

File Description: This file contains a summary
by district and/or county of
hunting pressure and success
of species of small game

File Size: 47

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Summer Grouse Observations

File Objective: To provide data to follow trends in
ruffed grouse populations and to
predict availability of ruffed
grouse on an annual basis

File Description: This file contains data on the grouse
observed per mile of vehicle travel or
per man-day of field work in 21 forest
districts

File Size: 21

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency:	Ministry of Natural Resources Timber Sales Branch Division of Forests
File Name:	Timber Scaling Statistics
File Objective:	To provide data for wood volume calculations, issuance of invoices and management of timber resources
File Description:	This file contains data on the volume of timber
File Size:	100,000
Key Identifier:	class of wood, tree species, cutting approval timber licence, management unit, district, month, season, annually
Confidentiality Status:	confidential within the ministry
Mode of Storage:	paper file; punch card and computer tape for processing only
Retention Period:	indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Trapline Inspection

File Objective: To provide data for fur management
purposes

File Description: This file contains data on the
observations of officers relative
to fur bearer populations, trapping
techniques and captures on traplines

File Size: 100-200

Key Identifier: name and trapline #

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Trapper Fur Harvest

File Objective: To provide provincial fur (wild) production
data to relate to production potential
for management of resource

File Description: This file contains data on the harvest
of 18 species of wild furbearers by over
8000 trappers, by location, date

File Size: 43,000

Key Identifier: trapline number

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Engineering Services Branch

File Name: Water Level Records (at Dam Sites)

File Objective: To provide records for the history
of water levels on particular lakes
and rivers

To provide data to calculate flow
records

To provide information in water
resources planning and development

File Description: Contains water level records of
lakes and rivers taken above most
of the dams operated by the
ministry

File Size: 50

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file, graphs

Retention Period: indefinitely/ not decided

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Waterfowl Census

File Objective: To provide Ontario's contribution
to 'Atlantic Water Fowl flyway
summary of continental mid-Winter
water'

File Description: This file contains the census
figures for various species of
waterfowl overwintering in
Ontario waters of the Great
Lakes and connecting waters

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Forest Fire Control Branch

File Name: Weather Record

File Objective: To provide data for correlating events such as:
(1) growth or lack of growth of trees to measurable weather parameters
(2) dryness of fuels and fire behavior to measurable weather parameters

File Description: This file is records containing 30 daily observations of precipitation, temperature, relative humidity, wind speed and computation of a fire danger rating

File Size: 900

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Toxic Metals

File Objective: To provide a facility for both the
monitoring and analysis of toxic
metals in the aquatic ecosystem

File Description: This file contains information on the
length, weight and amount of contaminant
in fish as well as references to the
original sample, detailing the form
analysed, lab doing the analysis, their
sample number, capture date and location
of capture

File Size: 30,000

Key Identifier: watershed, lat/long, substance, species, year

Confidentiality Status: confidential

Mode of Storage: tape

Retention Period: indefinite

Ministry/Agency: Ministry of Natural Resources
Division of Forests
Timber Sales Branch

File Name: Pulpchip Reports

File Objective: To provide data for
1) annual head office summary *
2) estimates of resource and
residue utilization
3) industrial plant location studies

File Description: This file consists of annual
listings and a summary matrix of
pulpchip producers and consumers,
indicating transaction volumes

File Size: 100 producers, 30 consumers

Key Identifier: producer or consumer and forest district

Confidentiality Status: confidential within Ministry
*aggregate summary available to public

Mode of Storage: paper file

Retention Period: indefinitely

M46

Ministry/Agency:

Ministry of Natural Resources
Geological Branch

File Name:

Assessment Work (on mining claims)

File Objective:

To provide data for the preparation
of compilation reports and maps

To provide a library of unpublished
geological information for public use

File Description:

This file contains reports on the
results of prospecting of mining
claims (unpatented) by private
companies and individuals as
required by the Mining Act

File Size:

12,000

Key Identifier:

numerical code

Confidentiality Status: not confidential

Mode of Storage:

paper file

Retention Period:

indefinitely

Ministry/Agency: Ministry of Natural Resources
Division of Mines
Mineral Resources Branch

File Name: Statistics Canada Annual and Monthly
Census of Mines

File Objective: To provide data for an annual
statistical report on the
mineral production by Ontario
and for productivity studies
research material for economic
feasibility studies

File Description: This file contains data on the
inputs and outputs of each mine,
pit or quarry operation

File Size: 481

Key Identifier: Statistics Canada code number
on addressograph

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Division of Mines
Mineral Resources Branch

File Name: Statistics Canada Survey of Exploration
and Development of Mineral Resources

File Objective: To provide data for an annual statistical
report on the mineral production by Ontario
and for productivity studies research
material for economic feasibility studies

File Description: This file contains data on work done
and amounts spent on exploration and
development of mineral properties

File Size: 229

Key Identifier: Statistics Canada code number on
addressograph

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Northern Affairs Branch

File Name: Operational Statistics

File Objective: To provide data to the Northern
Affairs Branch to evaluate its
effectiveness

To provide data to the participating
ministries and agencies to evaluate
the effectiveness of their programmes
and their own field offices

File Description: This file contains data on the enquiries,
complaints, etc. received in 25 Northern
Affairs offices in the field and the
office of the co-ordinator at Toronto

File Size: 26

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources,
Sport Fisheries Branch

File Name: Creel Census Interview
(Form SF 150)

File Objective: To provide a record of creel census
interviews to aid in the analysis of
the fish-angler complex

File Description: This file contains information describing
the activities of fishing parties such as
number hours fished, bait used, fishing
method, weather, visitor type, origin,
type of fishing, number of lines, species
sought, species caught, and number released

File Size: 25,000/year

Key Identifier: lat/long, date, party number

Confidentiality Status: not confidential

Mode of Storage: tape

Retention Period: indefinite

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Stream Survey Summary

File Objective: To provide information on the ecological
characteristics of streams as an aid to
management and planning

File Description: This file contains a collection of
physical, chemical and biological data
on streams in Ontario

File Size: 1500

Key Identifier: alphabetic by stream name, sequential
by station number

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Record of Mercury Inspection Activity

File Objective: To provide information on results of
sampling for mercury contamination
in commercially fished lakes

File Description: Sheets listing harvest area and testing
results

File Size: approximately 1000 sheets

Key Identifier: date of analysis and harvest area

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: 15 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Records of Harvest, Employment and
Capital Investment in the Commercial
Fishing Industry

File Objective: To provide long-term socio-economic and
biological information on the commercial
fishery

File Description: Various statistical summaries of above
by area

File Size: not available

Key Identifier: harvest area

Confidentiality Status: not confidential unless describing
an individual fishery

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fishing Licensee Mailing List

File Objective: To provide a list of names of people
licensed to fish commercially for bait-
fish and food-fish

File Description: This file lists alphabetically by district
the licensee name, types of licence and type
of gear

File Size: not available

Key Identifier: district name and type of licensee

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Record of Commercial Fishing
Licence Quotas

File Objective: To provide fisheries management
information on allowable catch
from various lakes

File Description: Records showing fisheries and
related quotas

File Size: not available

Key Identifier: fishery name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fishing Annual Reports
(Form CF 8A)

File Objective: To provide information on harvest employment
and investment in the industry on an annual
basis

File Description: Reports received annually from each
licensee showing species, quantity
and value of fish caught, type,
quantity and value of fishing
equipment used; and money spent on
the purchase of fishing equipment

File Size: approximately 1200 sheets/year

Key Identifier: licensee name and licence area

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: District Annual Bait-Fish Reports

File Objective: To provide annual information on
bait-fish harvest and sales

File Description: Individual reports for each district
showing bait-fish information

File Size: 21 reports/year

Key Identifier: district name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 2 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: (Daily) Commercial Fisheries Reports
(Form CF 1)

File Objective: To provide information on commercial fish
harvest on a daily basis

File Description: Reports submitted monthly by licensed
commercial fishermen reporting daily
fishing activities such as landing
point and volume, value and species
of fish caught

File Size: approximately 1200 sheets/month

Key Identifier: licensee name and fishing area

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fishing Licence Copies
(Forms CF 96, CF 69 and CF 68)

File Objective: To provide management information on
the commercial fishing industry and
to verify the issue of a licence

File Description: Third copies of Commercial Fishing
Licence, Licence to Preserve Bait-Fish
and Bait-Fish Dealer's Licence

File Size: 4000/yr.

Key Identifier: licence number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Licence and Catch Report Record Cards

File Objective: To verify licensing and the receipt of
fishing reports

File Description: Electrofile cards showing licensee's
name, licence number, type of gear,
fishing location, and whether reports
have been received

File Size: 1200 cards

Key Identifier: licensee name

Confidentiality Status: not confidential

Mode of Storage: cards in electrofile

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Lake Record Cards

File Objective: To document the number of licences
issued for each inland lake and to
provide historical information on
fishing activity on these lakes

File Description: Cards showing lake name and location,
licensee names, licence numbers, and
gear licensed each year

File Size: approximately 1000 cards

Key Identifier: lake name

Confidentiality Status: not confidential

Mode of Storage: card file

Retention Period: 15 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fishing Licence Record Books

File Objective: To provide historical and up-to-date
information on licensing activities
across the province

File Description: Record books listing licence information
on an area basis

File Size: not available

Key Identifier: licence area

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Landing and Equipment Ledgers

File Objective: To provide long-term economic information
on the commercial fishery

File Description: Ledgers showing annual quantities and
value of fish landed by commercial
fishermen, and the type of equipment
used in each body of water

File Size: not available

Key Identifier: fishing area and licensee name

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Revenue
Corporations Tax Branch
Land Tax Section

File Name: Assessment of Land and Improvements -
Basis of Land Tax Levy

File Objective: To provide data as a basis for Provincial
Land Tax Levy

File Description: File contains
1. name and address of the tax payer
2. survey description of property
3. judicial and department administration
districts
4. assessment of land and buildings

File Size: 75,000

Key Identifier: account number

Confidentiality Status: not confidential

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Revenue
Ontario Housing Corporation
Planning and Research Branch

File Name: OHC Statistics

File Objective: Operational record used to provide statistical information for the Minister and Legislature to inform on current OHC Housing activities

File Description: File contains all OHC statistical information on every municipality documenting the following: Public Housing Activity; Rent Supplement Statistics; Public Housing Starts; Home Lot-Activities; Lots Available for Marketing; Tenant Purchase Program; Total Family & Senior Citizens Activity, breakdowns are by Municipality - Number and type of units Pre-Construction - Construction - Management - Total. Record consists of 2 books per year

File Size: not available

Key Identifier: OHC statistics - then by subject

Confidentiality Status: not confidential with qualifications

Mode of Storage: paper file

Retention Period: 10 years - then to archives

Ministry/Agency: Ministry of Revenue
Ontario Housing Corporation
Land Development Branch

File Name: H.O.M.E. Land Development Project File

File Objective: To provide data for -
1. Corporation financial control
2. Corporation acquisition, development
and marketing control
3. Socio - Economic analysis

File Description: This file contains a collection of
records identifying and classifying
land acquired, developed or disposed
of by the Ontario Housing

File Size: 7650

Key Identifier: project number, name, address

Confidentiality Status: not confidential with qualifications

Mode of Storage: paper file

Retention Period: 10 years - retention period starts at time
of project completion

Ministry/Agency: Ministry of Revenue
Ontario Housing Corporation
Sales and Mortgages Branch
Mortgage Section

File Name: H.O.M.E. Mortgage Individual
Mortgage File

File Objective: To provide data for corporation
financial control

File Description: This file contains a collection
of records identifying and classifying
individual homeowner borrowers for
new homes under the H.O.M.E. Plan

File Size: 18,000

Key Identifier: mortgage number

Confidentiality Status: individual - strictly confidential
aggregate - not confidential with
qualification

Mode of Storage: paper file

Retention Period: 40 years - retention period starts as soon
as project is under payment

Ministry/Agency: Ministry of Revenue
Ontario Housing Corporation
Rental Housing Administration Branch

File Name: Public Housing Present Tenant

File Objective: To provide data for
1. Corporation financial control
2. Socio - Economic analysis

File Description: This file contains a collection of records identifying and classifying present tenants of public housing administered by the Ontario Housing Corporation

File Size: 45,000

Key Identifier: tenant number, name, address, social insurance number, project number, unit number

Confidentiality Status: individual - confidential
aggregates - not confidential

Mode of Storage: paper file, computer tape

Retention Period: 15 years after move out

Ministry/Agency: Ministry of Revenue
Ontario Housing Corporation
Rental Housing Administration Branch

File Name: Public Housing-Project File

File Objective: To provide data for
1. Corporation financial control
2. Corporation development control
3. Socio - Economic Analysis

File Description: This file contains a collection of records identifying and classifying public housing projects under development or under administration by the Ontario Housing Corporation

File Size: 2400

Key Identifier: project number, name, address, tenant category

Confidentiality Status: not confidential with qualifications

Mode of Storage: paper file

Retention Period: 40 years - (the life of the building)

Ministry/Agency: Ministry of the Solicitor General
Centre of Forensic Sciences

File Name: Breathalyzer Statistics

File Objective: To provide data on
1) location of tests
2) no. of interviews
3) no. of refusals
4) no. of tests
5) no. charged
6) no. not charged (low reading)

File Description: File contains annual report of
breathalyzer programme

File Size: not available

Key Identifier: force interviewing, location and results

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 25 years

Ministry/Agency: Ministry of the Solicitor General
Ontario Provincial Police
Central Records and Communications Branch

File Name: Prosecution Statistics

File Objective: To provide input to 'Data Processing System'
To provide a reference in the
Identification Section of the
convictions of individuals

File Description: This file contains data on each person
prosecuted under the liquor control act
of Ontario, and all other offences,
(non-criminal traffic offences are not
included)

File Size: not available

Key Identifier: none

Confidentiality Status: strictly confidential

Mode of Storage: punch card (partial certain types of
criminal cases only)
card file

Retention Period: liquor . 5 years
criminal 25 years

Ministry/Agency: Ministry of the Solicitor General
Ontario Provincial Police
Central Records and Communications Branch

File Name: Uniform Crime Report -
Criminal Occurrences

File Objective: To supply statistics to Statistics
Canada re: criminal occurrence

To provide data to O.P.P.
administration re: work load trends, etc.

File Description: This file contains forms LE28A and
Statistics Canada Forms "C" which
record:
1) number of alleged and actual
offences
2) offences cleared and how cleared
3) sex and age group of offenders
charged (these offences are
against criminal code of Canada,
other federal laws, provincial
statutes and municipal by-laws
within O.P.P. jurisdiction)

File Size: 30

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 1 year

Ministry/Agency: Ministry of the Solicitor General
Ontario Provincial Police
Central Records and Communications Branch

File Name: Uniform crime reporting - Police
Administration Statistics

File Objective: To provide data for input to Statistics Canada
statistics and to O.P.P. annual report

File Description: This file contains records in
1) area policed and population
2) transport in use
3) full-time personnel complement
4) number of occurrences re: missing
persons, drownings and auto thefts

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of the Solicitor General
Ontario Provincial Police
Central Records and Communications Branch

File Name: Uniform Crime Reporting - Traffic
Occurrences

File Objective: To supply statistics to Statistics Canada
re: traffic accidents and offences

To provide data to O.P.P. re: activity,
workload effectiveness of patrols, etc.

File Description: This file contains Statistics Canada form T
recording

- 1) number of traffic offences
alleged and actual
- 2) offences cleared and how cleared
- 3) sex and age group of offenders
(offences re: criminal code of
Canada, other federal laws,
Ontario Highway Act, other
provincial acts and municipal
by-laws, within O.P.P.
jurisdiction)

File Size: 30

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 2 years

Ministry/Agency: Ministry of the Solicitor General
Ontario Police Commission

File Name: Police Administration Statistics

File Objective: To provide data for the maintenance
of a system of statistical records
and research studies of criminal
occurrences and matters related for
the purpose of aiding the police
forces in Ontario

File Description: This file contains statistics
concerning municipalities having
a police force

File Size: 207

Key Identifier: name and address

Confidentiality Status: not confidential

Mode of Storage: paper file, 'see-fax' card

Retention Period: 3 years

Ministry/Agency: Ministry of the Solicitor General
Supervising Coroner

File Name: Coroners Investigation File, Coroners
Inquest File

File Objective: To provide statistical data by main
heading and sub-heading cause of death

File Description: This file contains -
1. Post Mortem Report
2. Laboratory Report
3. Medical Certificate of Death
4. Police Report
5. Coroners Investigation Report
6. Coroners Inquest Report (if inquest held)
7. General Correspondence relating to death

File Size: 165,000

Key Identifier: numerical code, card index in alpha sequence

Confidentiality Status: confidential within ministry until
inquest is held

Mode of Storage: paper file

Retention Period: 15 years

Ministry/Agency: Ministry of Solicitor General
Emergency Measures

File Name: County/Area Annual Progress Report
(Emergency Measures)

File Objective: To provide data for a review of the
state of organization, planning,
training, development and efficiency
of county/area EMOS, as a source of
statistics, and as a guide in the
approval of county/area EMO budgets

File Description: This file contains data on the state
of organization, planning, development
and training of each county/area EMO
with detail of annual activities

File Size: 47

Key Identifier: name and address

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 7 years

Ministry/Agency: Ministry of the Solicitor General
Ontario Police Commission

File Name: Statistics Canada
(Criminal and Traffic Statistics Files)

File Objective: To provide data for the maintenance
of a system of statistical records
and research studies of criminal
occurrences and matters related
thereto for the purpose of aiding
the police forces in Ontario

File Description: This file contains Ontario Police
Commission copies of criminal and
traffic statistics submitted to
Statistics Canada by O.P.P. and all
Municipal Police Forces in Ontario

File Size: 207

Key Identifier: name and address

Confidentiality Status: not confidential

Mode of Storage: paper file, 'see-fax' card

Retention Period: 3 years

Ministry/Agency: Ministry of the Solicitor General
Emergency Measures Branch

File Name: Fallout-Shelter Survey - Ontario

File Objective: To evaluate fallout shelter vis-a-vis
other protective systems

To provide the basis for future
development of public fallout
shelter systems

File Description: This file contains data on the
identity, protective capability,
available area and suitability of
major buildings for use as public
shelter against radioactive fallout
throughout the province

File Size: 55,000

Key Identifier: index based on the geographical
co-ordinates of the building (numbers
from Government of Canada computer program)

Confidentiality Status: not confidential

Mode of Storage: paper file, visual display

Retention Period: indefinitely

Ministry/Agency: Ministry of the Solicitor General
Public Safety Division
Office of the Fire Marshal

File Name: Fire Investigation

File Objective: To maintain reports of all fires
investigated by the office of the
Fire Marshal, Public Safety Division
for permanent record of persons
involved in fires, modus operandi
and fire causes

File Description: This file contains reports of fire
investigations together with
statements, photographs, briefs
and other documents pertaining to
the fire

File Size: 1,400

Key Identifier: name of property owner
and occupant

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of the Solicitor General
Public Safety Division
Office of the Fire Marshal

File Name: Fire Loss Statistics

File Objective: To provide loss data to indicate trends

To measure the effectiveness of the fire
prevention and protection measures

To indicate those areas which may require
further attention

File Description: This file contains fire loss reports
submitted by Ontario municipal fire chiefs,
by fire insurance companies licensed to
transact business in Ontario, and by fire
insurance adjusters adjusting fire insurance
claims in Ontario in accordance with the
fire marshal act, R.S.O., 1960, chapter 148

File Size: 116,000

Key Identifier: municipal location and fire record number

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: 9 years

Ministry/Agency: Ministry of the Solicitor General
Centre of Forensic Sciences

File Name: Monthly Report of Cases

File Objective: To provide data on
1) frequency of offenses broken down
geographically
2) numerical count of offenses against
the criminal code
3) court appearances at various levels
4) workload in terms of exhibits submitted
for examination

File Description: This file contains monthly - annual reports
of cases, their place of origin, type,
number of exhibits and court appearances

File Size: not available

Key Identifier: type of case, place of origin, number of
exhibits and court appearances

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Transportation and
Communications
Legal Branch
Insurance and Claims Section
File Name: Claims File

File Objective: To provide data in negotiations for settlement of claims, for establishment of precedent, for determining insurance coverage and rates and for developing statistics concerning claims. To deal with damage and injury claims instituted by third parties against the Crown and to institute claims against third parties to protect the interests of the Crown

File Description: This file contains police reports of accidents, documents dealing with negotiating and settling of various types of claims, e.g. damage to Crown property, claims against department for damage to property, accident reports and statements from witnesses

File Size: 17,500

Key Identifier: claims numbers, name and address cross reference to claim number

Confidentiality Status: strictly confidential

Mode of Storage: paper file, micro film

Retention Period: not available

Ministry/Agency: Ministry of Transportation
and Communications
Licensing and Control Division
Collision Data Section

File Name: Collision Statistics File

File Objective: To provide statistical data on motor
vehicle traffic collisions for the
information of the Ministry of
Transportation and Communications
and other interested agencies by way
of annual report and quarterly summaries

To provide data for research into the
apparent causes of and trends in motor
vehicle collisions

To assess remedial measures in driver
and vehicle control

To provide a factual basis for proposed
programs

To provide statistics to assist in
identifying collision prone road
locations for traffic engineers

File Description: Contains reports of Ontario motor
vehicle traffic collisions submitted
by all Ontario Police Departments

File Size: 766,661

Key Identifier: geographical location, date of occurrence
and alpha/numeric code

Confidentiality Status: confidential within the ministry

Mode of Storage: paper file, computer tape

Retention Period: 3 years paper file
not decided - computer tape

Ministry/Agency: Ministry of Transportation
and Communications
Financial Branch

File Name: Expenditures on Highways by
county and district

File Objective: To provide data on expenditures
on highways for political, statistical
and press releases by various
jurisdictions

File Description: This file contains data on
expenditures on highways by
county and district

File Size: 1,000

Key Identifier: highway number and location

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation and Communications
Municipal Planning Branch

File Name: Land Use Inventory Data

File Objective: To provide data for test purposes only
in TARMSC (transport study) to test
model developed in 1964 MTARTS data

File Description: This file contains detailed land use
data on population, employment,
dwelling units, acreage, parking, etc.

File Size: 50

Key Identifier: T.A.R.M.S. 1969 zones, map and list
(Toronto Area Regional Model Study)

Confidentiality Status: not confidential within Branch and Ministry
confidential within Government

Mode of Storage: punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation
and Communications
Financial Branch

File Name: Material Price Index

File Objective: To provide data for planning
and budgeting purposes

File Description: This file contains a record
of the price, quantity and type
of material purchased by
Ministry of Transportation and
Communications from various
suppliers

File Size: 400

Key Identifier: purchase order number and type of
material

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 35 years

Ministry/Agency: Ministry of Transportation and Communications
Planning Division
Systems Planning Branch

File Name: Motor Vehicle Accident Location File

File Objective: To provide data on accident prone
locations for planning and design
of future highways

File Description: This file contains reports of all
accidents occurring on the King's
Highway system and the information
is prepared in report form which is
entitled, 'Traffic Volumes and
Collisions: Rates for King's and
Secondary Highways'

File Size: 50,000

Key Identifier: key point location on highway '

Confidentiality Status: strictly confidential - information
released at discretion of the Executive
Director of the Planning Division

Mode of Storage: paper file, micro film

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation and Communications
Registrar of Motor Vehicles Division
Transportation Safety Office

File Name: Safety Files

File Objective: To provide data for compiling
accident prevention training
program

File Description: This file contains monthly reports
developed from reports of accidents
involving Ministry of Transportation
and Communications Personnel and
vehicles

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential within Branch and Ministry
confidential within the government

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Transportation
and Communications
Financial Branch

File Name: Tender Price Index

File Objective: To provide data for cost estimating,
budget purposes, comparing price
trends with other provinces and
signalling unusual price movements

File Description: This file contains data on prices,
contract numbers, quantities and
location of work performed by
contractors on behalf of the
Ministry of Transportation and
Communications

File Size: 500

Key Identifier: contract number and tender item

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 35 years

Ministry/Agency: Ministry of Transportation
and Communications
Financial Branch

File Name: Water Transportation Report - Operating
Expenses of Ferry Boats

File Objective: To provide data to report to Statistics
Canada the Ministry of Transportation
and Communications operating expenses
of the various ferries in compliance
with Water Transportation Report,
Statistics Act, Chapter 257

File Description: This file contains the operating
expenses of ferries under the
Ministry of Transportation and
Communications' jurisdiction

File Size: 6

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation
and Communications
Equipment Section
Supply Branch

File Name: Wells File

File Objective: To facilitate maintenance and repairs

To ensure that there is an adequate
water supply and that the water meets
the regulations of the World Health
Organization

File Description: This file contains well-driller's log,
contract prices for drilling wells,
water well record (OWRC) form,
chemical analysis and bacterial
analysis reports, report of water
samples of wells at all the department's
patrol sites, and water depth recording
charts for wells at service centres

File Size: 450

Key Identifier: district number, patrol number '

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation
and Communications
Ontario Telephone Service Commission

File Name: Telephone Statistics - Financial

File Objective: To provide information on the operation
of independent telephone systems in
Ontario

File Description: This file contains financial information
on the operation and statistics on the
number of phones etc. of the Independent
Telephone Systems

File Size: 42

Key Identifier: name of telephone system

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 8 years

Ministry/Agency: Ministry of Transportation and
Communications
Design Services Branch
Foundations Office
File Name: Geotechnical Cross Reference and
Retrieval System (Geocres)

File Objective: To provide subsoil, bedrock and ground-
water information within the Province of
Ontario for Government agencies, civil
engineering and geological consultants,
contractors, institutions of learning
and the general public

File Description: This file contains the results of all the
foundations subsoil investigations carried
out between 1954 and the current year by
the Ministry or by consultants directly
or indirectly for the Ministry. The
locations of the investigations are marked
on detailed maps. Reports and soil data
may be viewed by a microfiche reader.

File Size: 3,500

Key Identifier: geographical locations, work order,
project, contract, district, site
and Hwy. numbers

Confidentiality Status: not confidential

Mode of Storage: paper file, microfiches, reference books

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation
and Communications
Municipal Branch

File Name: Local Roads Boards Expenditures and
Government Subsidies

File Objective: To provide data on expenditures and
government subsidies to Local Roads
Boards in Unincorporated areas

File Description: Summaries by years and by ministry.
Districts give expenditures, assessments
and subsidies paid to Local Roads Boards
for statistical purposes

File Size: 20,800

Key Identifier: year - highway district number

Confidentiality Status: confidential within government

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Transportation and
Communications
Municipal Branch

File Name: Expenditures and Government Subsidies
by years by County or District for
organized municipalities

File Objective: To provide data on municipal expenditures
and subsidies for statistical and studies
purposes

File Description: Ledgers contain breakdown of expenditures
made by municipalities compiled yearly by
county and district together with subsidies
paid by the government

File Size: 112,000

Key Identifier: name, location, year

Confidentiality Status: confidential within government

Mode of Storage: ledgers

Retention Period: indefinite

Ministry/Agency: Ministry of Treasury, Economics
and Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Financial Statistics of Active
Credit Unions in Ontario

File Objective: To provide data for
(a) Administration of the Ontario
Credit Union Act (RSO - 1960)
(b) Economic analysis by Ministry of
Treasury, Economics and
Intergovernmental Affairs
(c) Statistical growth analysis by
O.C.U.L. and CUNA

File Description: This file contains data on Active
Credit Unions in Ontario including -
1. Assets, liabilities
2. Member's equity
3. Income and expenditures
4. Reserve accounts, surplus accounts
5. New loans issued
6. Non-financial data

File Size: 1,500

Key Identifier: name and address of Credit Union,
charter number

Confidentiality Status: strictly confidential

Mode of Storage: punch card

Retention Period: 3 - 5 years / not decided

Q4

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Development Branch

File Name: Manufacturing Survey - Lake Erie Region
(1969 data)

File Objective: Data to develop an economic case study
for a given region

File Description: Contains data on employment, labour
shortages, origin of raw materials,
destination of finished products,
mode of transport used for raw
materials and finished goods for
individual manufacturing companies

File Size: 95

Key Identifier: name and address (collected on 'regional
basis)

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Census of Manufactures

File Objective: To furnish planning and research branches
in the Ministry of Treasury, Economics
and Intergovernmental Affairs with
manufacturing statistics for analysis
and policy formation

To attend to the statistical needs of
other Ontario Government Ministries
subject to resource and confidentiality
constraints

To respond to the statistical needs of
the public sector to the extent that
resources will so permit

File Description: Contains information relating to industrial
and geographic classifications of
establishments engaged in manufacturing

Includes data on inventory, fuel and
electricity consumed, raw material inputs,
shipments, production, goods purchased
for resale, employment and payroll

File Size: approximately 13,000

Key Identifier: the first 4 and last 3 digits of the 12 digit
identification numbers, which is composed of
the 4 digit SIC number, 5 digit geo-code,
3 digit establishment numbers

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: 10 years

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Census of Mines

File Objective: To provide statistics on mining
activities for the government and
other users in order to facilitate
economic planning, policy formation
and general economic research

File Description: Information relating to industrial and
geographic classifications of
establishments engaged in mining operations

Includes data on inventories, fuel and
electricity consumed, materials purchased,
output, employment and payroll

File Size: approximately 1,200

Key Identifier: the first 4 and last 3 digits of the 12 digit
identification numbers, which is composed of
the 4 digit SIC number, 5 digit geo-code,
3 digit establishment numbers

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Development Branch

File Name: Manufacturing Survey - Midwestern -
Ontario Region (1968 data)

File Objective: Data to develop an economic base
study for a given region

File Description: Contains data on employment, labour
shortages, origin of raw materials,
destination of finished products,
mode of transport used for raw
materials and finished goods for
individual manufacturing companies

File Size: 135

Key Identifier: name and address, collected on
a regional basis

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Development Branch

File Name: Manufacturing Survey - Niagara Region
(1968 data)

File Objective: Provide data to develop an economic
base study for a given region

File Description: Contains data on employment, labour
shortages, origin of raw materials,
destination of finished products,
mode of transport used for raw
materials and finished goods for
individual manufacturing companies

File Size: 111

Key Identifier: name and address collected
on a regional basis

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Development Branch

File Name: Manufacturing Survey - Northeastern
Ontario Region (1969 data)

File Objective: Data to develop an economic base
study for a given region

File Description: Contains data on employment, labour
shortages, origin of raw materials,
destination of finished products,
mode of transport used for raw
materials and finished goods for
individual manufacturing companies

File Size: 58

Key Identifier: name and address collected
on a regional basis

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Development Branch

File Name: Manufacturing Survey - Northwestern
Ontario Region (1968 data)

File Objective: Data to develop an economic base
study for a given region

File Description: Contains data on employment, labour
shortages, origin of raw materials,
destination of finished products,
mode of transport used for raw
materials and finished goods for
individual manufacturing companies

File Size: 118

Key Identifier: name and address collected on a
regional basis

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Development Branch

File Name: Manufacturing Survey - St. Clair Region
(1968 data)

File Objective: Data to develop an economic base study
for a given region

File Description: Contains data on employment, labour
shortages, origin of raw materials,
destination of finished products,
mode transport used for raw materials
and finished goods for individual
manufacturing companies

File Size: 101

Key Identifier: name and address collected on a
regional basis

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Q10

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Non - NHA Mortgage Registrations
in Ontario

File Objective: Provide data for Economic Analysis
and Financial Planning

File Description: Contains data on conventional real
estate mortgages (excluding chattel
mortgages)

Data includes class of mortgagor
and mortgagee, amount of mortgage,
interest rate per annum, length of
contract, municipality

File Size: 190,000

Key Identifier: (1) mortgage registration number
(2) registry office/land titles office number

Confidentiality Status: strictly confidential

Mode of Storage: punch card, computer tape, computer disc

Retention Period: 3-5 years
not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Development Branch

File Name: Survey of Services Industries -
Northwestern Ontario Region - (1968 data)

File Objective: Data to develop an economic base study
for a given region

File Description: Contains data on market structures,
sales, expenditures, transportation
modes and employment (present and future)

File Size: 840

Key Identifier: name and address, collected on a
regional basis

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Local Government Services Division

File Name: Area Studies

File Objective: To provide data on local community
conditions

To provide information to other
agencies of government concerned
with the physical and economic
development of the province

To provide data as a basis for
local planning, subdivision and
official plan review, location of
new town sites, transportation studies,
etc.

File Description: This file contains survey data, (base
study year) analysis and forecasts of
population, employment and households
(permanent and seasonal) and land use
for most of the Province

File Size: not recorded

Key Identifier: study name, municipality, traffic zone

Confidentiality Status: not confidential (some employment data
and forecasts are restricted)

Mode of Storage: paper files, maps

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Subsidies Branch

File Name: Determination of tax reduction under
the Farm Tax Reduction Program

File Objective: To provide data on payments made for each
farm property in order that recovery action
can be taken when required

File Description: Contains roll number, acreage, assessment
and municipal tax information on all farm
properties in Ontario from the year 1970
onwards. This year the farms will be
classified by type, i.e., mixed, fruit,
livestock, tobacco, etc.

File Size: 240,000

Key Identifier: assessment roll number by municipality

Confidentiality Status: not confidential

Mode of Storage: computer and assessment rolls

Retention Period: indefinitely

Q14

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Special Studies Section
Local Planning Policy Branch

File Name: Mobile Home Park Survey, Selected Data
from Interviews with Managers

File Objective: Form a basis for an understanding of the
mobile home situation in Ontario and a
basis for further investigation

File Description: Data obtained from managers of mobile
home parks in Ontario organized on basis
of the park, management of park, units
in the park, relation to community

File Size: not available

Key Identifier: mobile home park

Confidentiality Status: report published and available in
Government Bookstore - \$1.00

Mode of Storage: not available

Retention Period: not available

Ministry of Treasury, Economics and
Ministry/Agency: Intergovernmental Affairs
Municipal Services Division and
Taxation and Fiscal Policy Division
Municipal Finance Branch

File Name: Financial Statements of Municipalities

File Objective: To fulfil the statutors requirement to
file an annual audited statement by each
municipality

File Description: Contains audited financial statement
of each municipality

File Size: 903

Key Identifier: municipality name

Confidentiality Status: not confidential (municipalities
publish their financial statements)

Mode of Storage: paper file

Retention Period: indefinitely

Q16

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Municipal Finance Branch

File Name: Grants Register

File Objective: To provide a list of provincial grants
received by each municipality in Ontario

File Description: Contains a list of municipalities with
the provincial grants received by each

File Size: 903

Key Identifier: municipality name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Municipal Subsidies Branch

File Name: Partial inventory of province owned
property with respect to which
(a) payments in lieu of taxes are made
and (b) taxes are paid for occupying
tenants

File Objective: To provide data for the payment of
subsidies (payments in lieu of taxes)
and the payment of taxes for tenants
to municipalities

File Description: Contains assessment and municipal tax
bill details with respect to province
owned properties

File Size: 5,000 [3,600 properties on which payments in
lieu are made - 1,400 properties on
which taxes are paid for tenants]

Key Identifier: name of municipality in which property
situated - name of government ministry
responsible for property

Confidentiality Status: not confidential

Mode of Storage: cardex - rotary

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Municipal Subsidies Branch

File Name: Per Capita Grants Register

File Objective: To determine the population base
and to calculate per capita grants
paid to municipalities

File Description: Contains population and calculations
of grants paid per capita to municipalities

File Size: 1,000

Key Identifier: name of municipality

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Local Government Services Division

File Name: Planning Board Questionnaire
Committee of Adjustment Questionnaire
Land Division Committee Questionnaire

File Objective: Used to improve understanding of local
planning problems and activities to
provide a basis for advising new
agencies and on legislative changes

File Description: Contains information on planning,
Committee of Adjustment and Land
Division Committee expenditures,
activities, staffing, etc.

File Size: not available

Key Identifier: planning board name

Confidentiality Status: confidential (discretion must be used)

Mode of Storage: paper file, punch card

Retention Period: indefinitely

Q20

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Municipal Finance Branch

File Name: Return of Assessment and
Population of a local municipality

File Objective: To provide information on assessment
and population of each local municipality

File Description: Contains the assessment of real property
and business upon which taxes are levied
and an analysis of population by age groups

File Size: 863

Key Identifier: municipality name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Local Government Services Division

File Name: Subdivision application Data Sheets

File Objective: To provide data to determine the
rate of application and approval
by quantity and time of subdivision
applications

File Description: Contains a summary by municipality
of the applications for approval
of the plans of subdivisions
submitted to the Ministry of
Treasury, Economics and Intergovernmental
Affairs since 1946 with respect to number
of lots, date of submission, date of draft
approval, date of final approval, area,
registration date and number, etc.
Statistical file no longer maintained

File Size: not available

Key Identifier: numeric code

Confidentiality Status: not confidential

Mode of Storage: paper file, map

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Local Government Services Division

File Name: Urban Land Use in Ontario

File Objective: To provide data on the quantities of each
urban land area devoted to different uses,
in a sample of urban municipalities (50)
to be examined as a comparative background
against which standards and forecasts may
be considered

File Description: This file contains an analysis of urban
land use areas in selected Ontario
municipalities and includes quantities
in each devoted to different land uses
in relation to population size

File Size: not available

Key Identifier: urban municipality

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Planning Branch

File Name: Manufacturing Survey - Georgian Bay
Region - 1970 (1968 data)

File Objective: Data to develop an economic base study
for a given region

File Description: Contains data on employment, labour
shortages, origin of raw materials,
destination of finished products, mode
of transport used for raw materials and
finished goods for individual manufacturing
companies

File Size: 63

Key Identifier: name and address collected on a
regional basis

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Q24

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Planning Branch

File Name: Manufacturing Survey - Eastern Ontario
Region - 1970 (1969 data)

File Objective: Data to develop an economic base study
for a given region

File Description: Contains data on employment, labour
shortages, origin of raw materials,
destination of finished products,
mode of transport used for raw
materials and finished goods for
individual manufacturing companies

File Size: 135

Key Identifier: name and address collected on a
regional basis

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Regional Planning Branch

File Name: Manufacturing Survey - Lake Ontario
Region - 1969 (1968 data)

File Objective: Data to develop an economic base study
for a given region

File Description: Contains data on employment, labour
shortages, origin of raw materials,
destination of finished products, mode
of transport used for raw materials
and finished goods for individual
manufacturing companies

File Size: 58

Key Identifier: name and address collected on a
regional basis

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Treasury, Economics and
Intergovernmental Affairs
Central Statistical Services
Ontario Statistical Centre

File Name: Survey of Real Estate Brokerage Firms

File Objective: The purpose of this authorized survey is to provide this Ministry and the central policy research units with information about the real estate industry in Ontario for fiscal and planning studies related to the service industries

File Description: The data collected include annual financial statistics in terms of income, business and consumers expenditures, and the number of employees, and quarterly information to provide a measure of output for the industry such as number of real estate transactions and their value

File Size: 3,000 approximately

Key Identifier: name and address of real estate firms the first 4 of the 6 digits for company the 5th digit for region and the last 1 digit for stratum
Confidentiality Status: strictly confidential

Mode of Storage: paper file, manual data processing and compilation

Retention Period: 5 years minimum

Ministry/Agency: Management Board of Cabinet
Government and Divisional Services Branch

File Name: Complement Statistics

File Objective: To provide Management Board with a
record of each Ministries approved
complement and explanation of
changes in complement

File Description: Contains approved complement
statistics for each ministry
from 1961 to the present

File Size: not available

Key Identifier: none

Confidentiality Status: confidential within government

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Management Board of Cabinet
Government and Divisional Services Branch

File Name: Expenditure and Revenue Statistics

File Objective: To provide data to the Management Board and Cabinet Committee on policy development for purposes of formulating decisions on departmental programs

File Description: To provide forecasts of expenditure and revenue statistics for each ministry at various points of time from 1962 to the present

File Size: not available

Key Identifier: none

Confidentiality Status: confidential within government

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Civil Service Commission
Personnel Administration
(Central) Branch

File Name: Property Files - Gross Rental Estimates

File Objective: To estimate the present value, present rental value from the "cost approach"

To produce a gross rental estimate for each unit of self-contained living accommodation by combining the present rental value with the assessed value and rental estimated from the "market approach"

To maintain a current record of each property together with reports of improvements

To provide data for the reappraisal of the value and rental estimates

File Description: This file contains gross rental estimates by the "cost approach" from data such as "reports on living accommodation", inspection reports, plans, assessors handbook of cost factors, memoranda of approval and permits to occupy living accommodation

File Size: 1,000

Key Identifier: location and departmental number

Confidentiality Status: confidential within ministry

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Civil Service Commission
Personnel Administration
(Central) Branch

File Name: Property Lists and Charges

File Objective: To provide an official master list
of units of living accommodation
occupied by employees of 13 ministries
and a primary record of locations
(municipalities) charges and the
positions of the occupant

File Description: This file contains a list of
ministries, locations, gross
rentals, perquisite discounts,
dates of adjustments to charges
and the positions of occupants

File Size: 1,000

Key Identifier: ministries, municipality, designated
property number

Confidentiality Status: confidential to ministry of Civil Service,
part applying to a particular ministry is
available to the said ministry

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Civil Service Commission
General Services Branch
Personnel Research Section

File Name: Research Data - Individual and
Groups (Personnel)

File Objective: To provide data for a possible
reanalysis or review of methodology
and extension of original research

File Description: This file contains

1. Research data such as individual tests, performance ratings, questionnaire responses, interview protocols
2. Analysis data such as group means and standard deviations, correlations, etc.

File Size: not recorded

Key Identifier: ministry or study title

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card

Retention Period: not decided

Ministry/Agency: Civil Service Commission
Pay Research Section
General Services Branch

File Name: Wage and Salary Data and conditions
of employment and fringe benefits for
designated establishments (Ontario)

File Objective: To provide data to carry out wage
and salary administration program
in the Ontario Public Service

File Description: This file contains data on occupational
wage and salary data and information
on conditions of employment and fringe
benefits for designated establishments
in the Province of Ontario

File Size: 500

Key Identifier: none

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 6 years

Ministry/Agency: Ontario Cancer Treatment and
Research Foundation

File Name: Cancer Death File

File Objective: Provide data for

- a) annual report on deaths with and from cancer before final tabulations are received from Statistics Canada
- b) confirmation-of-death searches for patients lost, to be followed-up by foundation and other clinics and registries
- c) information for Ontario Cancer Incidence Survey to supplement other sources
- d) occasional special studies

File Description: Data from medical certificates of cause of death for all Ontario residents dying with or from cancer by age, sex, residence, site of cancer (1953-1973)

File Size: 161,000 deaths

Key Identifier: name, date of death, serial number of death
registration facilitates reference to death
registration file

Confidentiality Status: strictly confidential

Mode of Storage: punch card, computer tape

Retention Period: indefinitely

Ministry/Agency: Ontario Cancer Treatment and
Research Foundation

File Name: New case file, Ontario Cancer Foundation
Clinics and Associated Registries

File Objective: a) to prepare the annual new case report
b) to provide clinics and registries with
the essential details about their new
cases, eventually with survival rates
c) to provide information on aspects of
cancer subject to any enquiry from
the foundation and the public

File Description: Data on patients newly admitted to foundation
clinics or registries with name, age, sex,
dates of registration, previous clinic
treatment site, extent and histological type
of cancer and, eventually, follow-up data

File Size: 45,000 cases

Key Identifier: name, clinic registration number, O.H.I. number,
birthdate

Confidentiality Status: strictly confidential except within
clinic or registry: individual clinic
printout listings available only to
that same clinic; listings of data for
the combined clinic will probably be
made omitting patient's name

Mode of Storage: paper file, computer tape, computer listings
by chief characteristics

Retention Period: indefinitely

Ministry/Agency: Ontario Cancer Treatment and
Research Foundation

File Name: Ontario Cancer Incidence Survey
and Registry

File Objective: A pilot study of cancer incidence in Ontario,
1964-66, is being continued as the basis for
a provincial cancer registry, to provide data
on cancer cases throughout the province.

File Description: Contains information on age, sex, residence,
site, extent, histological type, treatment
and subsequent course of cancer patient

File Size: 160,000 cases

Key Identifier: 1) name 2) age, sex, residence, OHSC registration
number 3) birthdate, deathdate

Confidentiality Status: strictly confidential

Mode of Storage: index cards, computer tapes; listings (in preparation)

Retention Period: indefinitely

